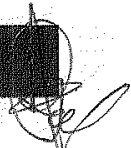


A fl- vishvacharya vants
of expert.

TECHNICAL SERVICE RULES

of

ICFRE


HAB
ABR



INDIAN COUNCIL OF FORESTRY RESEARCH & EDUCATION
(An autonomous organization under Ministry of Environment, Forest & Climate Change)
P.O. New Forest, Dehradun-248006 (Uttarakhand)





CONTENTS

| Sl. No. | Subject | Page No. |
|---------|----------------------------------------------------------------------------------------------------------|----------|
| 1. | Preface | (i) |
| 2. | Indian Council of Forestry Research & Education Ordinance | |
| 3. | TECHNICAL SERVICES OF THE ICFRE (Technical Service Rules, 2013, applicable w.e.f. 18.12.2013) | |
| | 1. Scope and Nature of the Services | |
| | 2. Date of Coming into Force of the Service Rules | |
| | 3. Categories and Postss of the Services | |
| | 4. Functional Classification | |
| | 5. Initial Adjustment of the then Existing | |
| | 6. Career Advancement | |
| | 7. Promotion | |
| | 8. Direct Recruitment | |
| | 9. Appointing Authority | |
| | 10. Pay Fixation | |
| | 11. Probation | |
| | 12. Seniority | |
| | 13. Annual Assessment | |
| | 14. Study leave | |
| | 15. Cadre strength | |
| | 16. Reclassification of left over post | |
| 4. | Appendices | |
| | I- Pay Scales of Technical Services as per VI CPC | |
| | II- Classification of Existing Technical Posts in various functional groups of technical services. | |

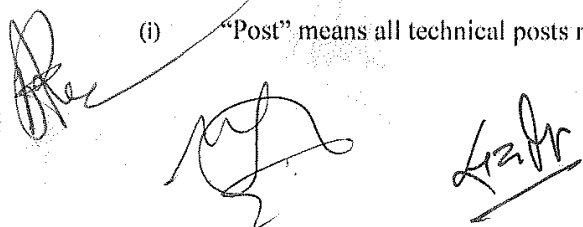
| Sl. No. | Subject | Page No. |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| III- | Assessment Procedure for Grant of Merit Promotion or Advance Increment(s) to Technical Personnel | |
| IV- | Model essential educational qualifications required for the direct recruitment of entry level posts in different categories of Technical services for various functional groups | |
| V- | Selection Committees/Departmental Promotion Committees for Various posts under Different Categories of Technical Service | |
| VI- | Proforma for Annual Performance Appraisal Report (APAR) for Technical personnel of Cat. I, Cat. II and Cat. III | |
| VII- | Proforma for Supplementary Information to be Furnished by the Technical Personnel for their Subsequent Assessment for Grant of Merit Promotion | |
| VIII- | Merit Promotion on the Basis of Assessment in Technical Service—Proforma for Submission of the Recommendations of the Assessment Committee for Approval of the Appointing Authority | |
| IX- | Technical Services of the ICFRE—Disciplinary/Appellate Authorities at the ICAR Hqrs. and Research Institutes | |
| X- | Institute wise cadre strength for all the functional groups in different categories of Technical services of ICFRE | |
| XI- | Scheme of written examination for the direct recruitment of entry level posts in Cat. I, Cat. II and Cat. III of Technical Services | |
| XII- | Initial adjustment of Existing technical staff of ICFRE into Technical Services | |

TECHNICAL SERVICES OF THE ICFRE

(Technical Service Rules, 2013, applicable w.e.f. 18.12.2013)

The Indian Council of Forestry Research & Education is a Society registered under the Societies Registration Act, 1860 vide Registration No. 596/1990-91 dated 12.03.1991 after the approval of Cabinet Note dated 05.06.1990 declaring ICFRE as an autonomous body on the analogy of CSIR and ICAR with DG, ICFRE as the Chief Executive Officer (CEO) from Ministry of Environment and Forests, GOI vide F. No. 1-8/89-RT, dated 22.06.1990. In exercises of the powers conferred by the proviso of Rule 38 (read with sub section (b) (iv) of Section 22 and sub-section (ii) in (iii) of section 24 of the Rules of the Indian Council of Forestry Research and Education Society and in supersession of all the existing recruitment rules in so far as they relate the Technical posts in the Indian Council of Forestry Research & Education (ICFRE), Ministry of Environment, Forest & Climate Change, Govt. of India approves the following Technical service rules.

1. Short title and commencement –
 - (a) These rules will be called the “Indian Council of Forestry Research & Education Technical Service Rules, 2013” for the recruitment of technical staff and shall come into force w.e.f. 18.12.2013.
2. Definitions:- In these Rules, unless the context otherwise requires:-
 - (a) "The Society" means the Indian Council of Forestry Research and Education, its Institutes & Centres.
 - (b) "The Council" means the Indian Council of Forestry Research and Education, its Institutes & Centres.
 - (c) "The Chairman" means the Chairman of the Indian Council of Forestry Research & Education Society.
 - (d) "The Director General, Indian Council of Forestry Research and Education" means the person appointed by the Chairman of the Society with the concurrence of the Government of India to be the Director General of Indian Council of Forestry Research and Education.
 - (e) "Director of the Institute" means Director of any Institute under Indian Council of Forestry Research & Education.
 - (f) "The Constituent units of the Society" means the Headquarters, Institutes and Centres under Indian Council of Forestry Research & Education Society.
 - (g) "Institute" means any of the Research Institutes under Indian Council of Forestry Research and Education.
 - (h) "Employee" means any officer or official appointed as staff of the Council.
 - (i) "Post" means all technical posts mentioned in para 3 of Technical Service Rules.



- (j) "Category" means a set of posts referred to in Rule 3.
- (k) "Technical Service" means, service under which technical staff of ICFRE are covered for their direct recruitments and assessment promotions.
- (l) "Functional Group" means a group of technical staff distinguished to reflect the duties attached to the posts

3. Provision with respect to existing employees- All officers/officials who are employees of the society at the commencement of these Rules shall be deemed to have been appointed to the corresponding posts specified in para 3 appended to these Rules.

This rule shall not apply to,

- (a) Persons not in whole time employment;
- (b) Persons paid out of contingency;
- (c) Persons paid otherwise than on a monthly basis including those paid only on a piece rate basis;
- (d) Re-employed employees of the society;
- (e) Such other categories of the persons as may be specifically excluded either wholly or in part by the Board of Governors with the prior approval of Government of India and
- (f) Persons whose services are obtained on deputation basis/Foreign service terms and conditions.

5. Number, classification, scale of pay, method of recruitment, age-limit and other qualifications: The name of the posts, their number, classification and scales of pay, the method of recruitment, age-limits, qualifications and other matters relating to said posts, shall be as specified in this document.

6. Disqualification-The furnishing of false information or suppression of any factual information at the time of appointment in service of the Society would disqualify and render unfit for employment in the Society.
If furnishing of false information or suppression of any factual information comes to notice at any time during the service of an employee, his/her services would be liable to be terminated.

1. Scope and Nature of the Services


All posts, the incumbents of which are engaged in performing technical services in support of research and education, whether in Field/lab Research, Maintenance, Workshop, General services and Paramedical constitute the Technical Services. There will be no common cadre. The posts will be borne on the strength of the respective Institutes or the Headquarters of the Council, as the case may be.

2. Date of Coming into Force of the Technical Service Rules

The Technical Service Rules of ICFRE are applicable w.e.f. 18.12.2013.

3. Categories and Posts of the Services

3.1 The Technical Services for ICFRE Research/Technical personnel are grouped into



three Categories consisting of eight posts.

| | |
|--------------|---------------------------------------------------------------------------------------|
| Category I | Technician Sr. Technician |
| Category II | Technical Assistant Sr. Technical Assistant Technical Officer |
| Category III | Senior Technical Officer Asstt. Chief Technical Officer Chief Technical Officer |

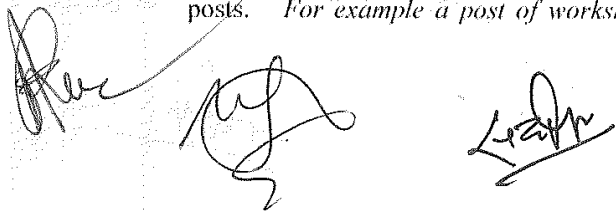
- 3.2 Appendix-I indicates the pay scales in Categories- I to III with pay scales as recommended by VI Central Pay Commission.
- 3.3 The technical service rules as mentioned in para 2 are effective from 18.12.2013. However, any existing technical staff who may like to be governed only as per the existing technical staff rules of ICFRE may do so by specifically exercising an individual option in writing to the director of the Institute within 30 days from the date of issue of the order from ICFRE. Any technical employee who have been promoted to the post of Scientist-B from RO-I as on 18.12.2013 and onwards till the issue of order of implementation of technical services, shall be eligible to opt for technical services, subject to the conditions that he/she shall surrender his current post held by him/her from the date when he/she joined. Adjustment of such person into technical services shall be done considering his/her services as previous post of RO-I. Option once exercised shall be irrevocable and final.
- 3.4 Necessary amendments in technical services of ICFRE would be done by adopting suitable changes/improvements in future in order to improve efficiency of the cadre.

4. Functional Classification

- 4.1 Within each Category, the posts have been functionally classified as follows:

| | |
|-----------|--------------------------|
| Group I | Field/Lab Research Staff |
| Group II | Maintenance Staff |
| Group III | Workshop Staff |
| Group IV | General Staff |
| Group V | Paramedical Staff |

- 4.2 The details of functional classification of the existing posts in the council are given in Appendix-II.
- 4.3 All technical posts under the Council with different designations will be known by their Post designations in respective functional group. However, for the purpose of identification of duties performed by different functionaries, the posts of the persons will be distinguished appropriately to reflect the duties attached to the posts. *For example a post of workshop functional group will be designated by*



adding specialization within the functional group in bracket after the general name of the post for all the functional group like: Technician (Carpenter), Technician (Electrician), Sr. Technician (Carpenter), Technical Assistant (Mechanical).

5. Initial Adjustment of the Existing Employees

- 5.1 The existing permanent and temporary employees appointed through regularly constituted DPC/Selection Committees will be fitted into the new technical posts w.e.f. 18.12.2013.
- 5.2 Existing technical staff will be adjusted/ inducted into the posts/grades of Technical services as per the procedures adopted in Appendix-XII. If any grade doesn't exist in the technical services, an employee will be adjusted to the nearest higher grade.
- 5.3 Government servants, who are on notional foreign service and are holding technical posts under the Council, are not eligible for appointment to the technical services until they opt and are absorbed in the Council's service on a regular basis.

6. Career Advancement

Career advancement of technical personnel in their respective categories will be done in the following manner:

- 6.1 There shall be a system of merit promotion from one post to the next higher post irrespective of the occurrence of the vacancies in the higher post or for grant of advance increment(s) in the same post, on the basis of the assessment of performance. The persons concerned will be eligible for consideration for such promotion or for grant of advance increment(s) after completion of the number of prescribed years of service in the grade, as detailed in the succeeding paras.
- 6.2 (i) As per the revised post structure, the entrants of Category I i.e., Technician, PB-1: Rs.5200-20200, GP-Rs.2000/- would continue to be regulated to the post of Sr. Technician, PB-1: Rs.5200-20200, GP-Rs.2400 after five years of regular service in the grade. However, the Sr. Technician personnel, possessing the qualifications, as prescribed for Category II for direct recruitment, would be eligible for assessment promotion to the post of Technical Assistant, PB-1: Rs.5200-20200, GP-Rs.2800 after five years of regular service, while those not possessing such qualifications shall become eligible for assessment promotion to the post of Technical Assistant only after completing 10 years of service as Sr. Technician. The assessment promotions from Technical Assistant to Sr. Technical Assistant, PB-2: Rs.9300-34800, GP-Rs.4200 and from Sr. Technical Assistant to the post of Technical Officer, PB-2: Rs.9300-34800, GP-Rs.4600 shall continue to be regulated at five years interval.
- 6.3 The provisions relating to Category barrier for assessment promotions from Technical Officer of Category II to Sr. Technical Officer of Category III are as follows:
 - (a) The technical personnel holding the post of Technical Officer, PB-2: Rs.9300-34800, GP-Rs.4600 and possessing essential qualifications,



prescribed for Category III for direct recruitment, shall be eligible for assessment promotion to the post of Sr. Technical Officer, PB-3, Rs. 15600-39100, GP-5400 after completing five years of service as Technical Officer.

(b) The Technical Officer who do not possess the essential qualifications prescribed for direct recruitment for Category III shall be eligible for assessment promotion to Sr. Technical Officer after completing 10 years of service as Technical Officer provided such technical personnel possess qualifications prescribed for direct recruitment to the post of Technical Assistant of Category II. However, the technical personnel holding the post of Technical Officer who do not possess such the qualifications prescribed for direct recruitment to the post of Technical Assistant of Category II shall not be eligible for further assessment promotion to the post of Sr. Technical officer of Category III.

6.4 The assessment promotion of Sr. Technical officer PB-3, Rs. 15600-39100, GP-5400 to the next higher post of Assistant Chief Technical officer PB-3, Rs. 15600-39100, GP-6600 and further assessment promotion of Assistant Chief Technical Officer to the next higher post of Chief Technical Officer PB-3, Rs. 15600-39100, GP-7600 of technical service will be after completion of 5 years of service as Sr. Technical officer and Assistant Chief Technical Officer respectively.

6.5 The first screening of eligible persons for promotion or advance increment(s) in all the categories will be made within one year of the introduction of the technical service rules i.e. 18.12.2013, and thereafter, once a year as early as practicable, after 1 January, in respect of all those who have become eligible for consideration for promotion on or before the last date of the previous year ending 31 December.

6.6 Merit promotion or advance increment(s) to the successful personnel will be given with effect from the date following the date of completion of the five years of service in the post/grade.


6.7 For determining the eligibility of a person for the grant of merit promotion or advance increment(s), the entire period of the service in the post/grade including the service rendered in the pre-revised scale of pay will be counted.

(i) The service rendered by an individual in another Institute from where he comes on transfer on compassionate ground will be taken into account for computing the eligibility period of 5 years.

(ii) For the purpose of computing the prescribed period for assessment, the period of *ad-hoc* service in the same grade and also the period of leave, including study leave/EOL, and period spent on deputation, will also be counted.

(iii) However, it may be added that the following periods are not to be counted for computing the prescribed period of eligibility for assessment/promotion to the next higher post.

(a) Period of suspension treated as dies-non for all purposes inclusive of



assessment under Technical Service Rules;

(b) Period of reduction to lower grade as measure of penalty.

- 6.8 The assessment of eligible persons for merit promotion or advance increment(s) in Categories I and II will be done by a Selection Committee, to be constituted by the Appointing Authority. The Chairman of the Committee will be Director of the concerned Institute of ICFRE.
- 6.9 For persons in Category III, the assessment will be done by an Assessment Committee to be constituted in consultation with the Director General, ICFRE.
- 6.10 The assessment system would be based upon the APAR gradings and records of performance of personnel as reflected in the assessment reports/proforma as well as the prescribed benchmark for assessment promotions.
- 6.11 A person who is not found fit for merit promotion or advance increment(s) may be considered again at a subsequent stage or stages.

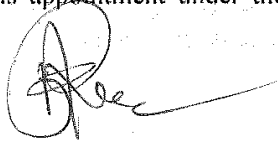
Note: Such persons will be considered every year till such time as they are adjudged suitable for promotion to the next higher grade. The technical personnel once promoted will, however, be eligible for promotion to the next higher grade/grant of advance increment(s) only after completing prescribed period of service in that grade and not earlier.

- 6.12 The procedure for assessment of persons for grant of merit promotion or advance increments has been detailed in Appendix III.

Note: Proforma for special information to be furnished by technical personnel for their subsequent assessment for grant of merit promotion is given in Appendix VII.

7. Promotion

- 7.1 In accordance with Technical service rules, the 33.3 % promotion quota will be operative only in Category -I at the level of Technician. It is clarified that promotions to the posts of Technician under the Technical service rules are to be made on the basis of selection (s). Essential educational qualification required for promotion (by selection) against 33.3% quota will be (i) Matriculation + 3 years regular service in 1900/- grade pay including two years experience in assisting staff of any functional group of technical services/Scientist in technical works or (ii) Matriculation + 5 years regular service in 1800/- grade pay including two years experience in assisting staff of any functional group of technical services/Scientist in technical works.
- 7.2 As under the existing procedure in force, the vacancy in the event of retirement/death/resignation of the technical personnel, carrying whatever person grade, through assessment promotion in the technical service, shall occur only in the initial grade of his appointment under the service. This will continue to be regulated accordingly.



7.2 Promotions will be made on the recommendation of the Selection Committee (s) constituted as per the Revised Composition of Selection Committees/ Departmental Promotion Committees for various posts under different categories under the Council. The details of Selection Committees/Departmental Promotion Committees for promotion, completion of probationary period and confirmation are given in Appendix V.

8. Direct Recruitment

8.1 Normally, there will be direct recruitment only in the lowest post in each of the three categories. However, direct recruitment to other posts in all the categories may also be done to correct imbalances in the staff composition in those posts.

8.2 Direct recruitments will be made to the post of Technician of Cat-I, PB-1, Rs. 5200-20200, GP-1900 & 2000, Technical Assistant of Cat-II, PB-1, Rs. 5200-20200, GP-2800 and Sr. Technical Officer of Cat-III, PB-3, Rs. 15600-39100, GP-5400.

8.3 Direct recruitment to the lowest post in each of the categories II and III i.e. for the post of Technical Assistant of Cat-II, PB-1, Rs. 5200-20200, GP-2800 and Sr. Technical Officer of Cat-III, PB-3, Rs. 15600-39100, GP-5400 will be 100 % against the vacancies except Technician of Cat-I, PB-1, Rs. 5200-20200, GP-2000, wherein DR will be made 66.66%.

8.4 The minimum educational qualifications prescribed for different groups of the three categories will be as per Appendix IV.

Note: In the case of ex-servicemen, the equivalence for their qualifications with those prescribed in Appendix IV will be decided in consultation with the Director-General of the Resettlement, Ministry of Defense.

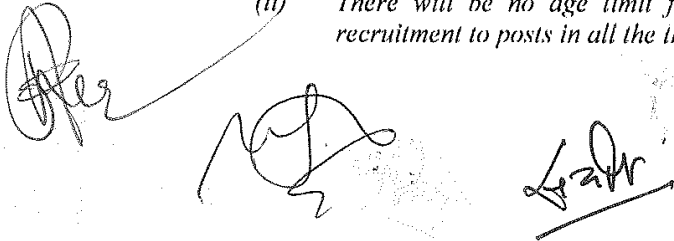
Ministry of Defense.

8.4 The maximum age limit for direct recruitment for different categories in Technical Services is as follows:

| | | |
|--------------|-----------------------------------------------------------|----------|
| Category I | Technician (PB-1, Rs. 5200-20200, GP-1900 & 2000) | 30 years |
| Category II | Technical Assistant (PB-1, Rs. 5200-20200, GP-2800) | 30 years |
| Category III | Sr. Technical Officer (PB-3, Rs. 15600-39100, GP-5400) | 35 years |

Note:

- (i) Minimum age for the direct recruitment for Cat. I will be 18 years while for Cat. II and Cat. III, it will be 21 years.
- (ii) There will be no age limit for the employees of the ICFRE for direct recruitment to posts in all the three categories.



(iii) Age relaxation as per Govt. norms, as amended time to time, shall be allowed to Scheduled Caste, Scheduled Tribe, OBC, Ex-Service man, Widow, Physically handicapt, etc. candidates (whom so ever is/are entitled for age relaxation as per the rules and regulations of Govt. of India).

(iv) The crucial date for determining the minimum and maximum age in each case will be the closing date for receipt of applications from the candidates in India (other than Andaman & Nicobar and Lakshadweep Islands).

(v) Scheme of written examination and interview for direct recruitment at entry level posts in different categories are given in Appendix-XI

8.5 The composition of the Selection Committee for direct recruitment to posts covered under the Technical Service Rules will be as detailed in Appendix V.

8.6 The appointing authority may appoint eligible persons on deputation basis on usual terms and conditions of deputation in the event of non-availability of suitable candidates otherwise for the appointment on technical posts. Such persons will not be eligible for absorption on permanent basis under the ICFRE system.

8.7 The Model qualifications prescribed for different groups of the three categories are given in Appendix IV. Any modifications to this Appendix, if considered necessary, will be made by the ICFRE.

9. Appointing Authority

The Appointing Authorities for different posts will be as under:

- | | | |
|------|-------------------------|----------------------------------------------------------------------------------|
| (i) | Director General, ICFRE | Sr. Technical Officer to Chief Technical Office |
| (ii) | Directors of Institutes | Technician to Technical Officer of posts borne on the strength of the institutes |

10. Pay Fixation

The pay of a person appointed to any post shall be fixed in accordance with such orders as may be applicable to the Council's employees from time to time.

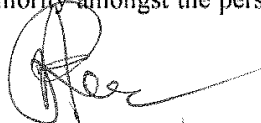
11. Probation

11.1 The persons appointed to the respective posts by direct recruitment shall be on probation for 2 years.

11.2 The Appointing authority may extend the period of probation specified in sub-para (1).

12. Seniority

There will be no *inter-se* seniority amongst the personnel of the service for the purpose of promotion.



Note: A notional seniority list, based on the length of service in a post/grade on a regular basis, may be maintained, for each post/grade of the technical service.

13. Annual Assessment

The annual assessment of performance of the persons appointed to the three categories of the technical service will be recorded in the forms (APAR) as given in Appendix VI.

14. Study Leave

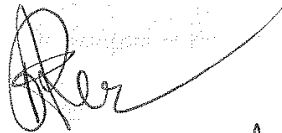
The Study Leave will be applicable to technical personnel as per the Govt. of India rules.

15. Cadre strength in Technical Services

Institute wise cadre strength for all the functional groups in different categories of technical services is given in Appendix X.

16. Reclassification of Left-over Posts

While notifying reclassification of posts, it may occur that there are some left-over posts which need reclassification. The institutes may be requested to furnish information thereupon, and the Committee formed under the Chairmanship of DG, ICFRE may consider various proposals received from institutes and submit its report, and the recommendations may be processed for implementation.



APPENDICES

APPENDIX- I

PAY SCALES OF TECHNICAL SERVICES AS PER VI CPC

| Category | Technical Post/Grade | Pay Scales |
|--------------|--------------------------------|------------------------------------------------|
| Category I | Technician | PB-1: Rs.5200-20200, GP- Rs.1900 & GP-Rs. 2000 |
| | Sr. Technician | PB-1: Rs.5200-20200, GP -Rs.2400 |
| Category II | Technical Assistant | PB-1: Rs.5200-20200, GP- Rs.2800 |
| | Sr. Technical Assistant | PB-2: Rs.9300-34800, GP- Rs.4200 |
| | Technical Officer | PB-2: Rs. 9300-34800, GP- Rs.4600 |
| Category III | Senior Technical Officer | PB-3: Rs. 15600-39100, GP-Rs.5400 |
| | Asstt. Chief Technical Officer | PB-3: Rs. 15600-39100, GP-Rs.6600 |
| | Chief Technical Officer | PB-3: Rs. 15600-39100, GP-Rs.7600 |



APPENDIX -II

CLASSIFICATION OF EXISTING TECHNICAL POSTS IN VARIOUS FUNCTIONAL GROUPS OF TECHNICAL SERVICES

| S. No. | Existing Technical Post/Grade | Functional Group |
|---------------|--------------------------------------------------------------------------------|---------------------------------|
| 1 | Research Officer-I | Group-I (Field/Lab Research) |
| 2 | Research Officer-II | |
| 3 | Research Assistant, Grade-I (General) | |
| 4 | Research Assistant, Grade-II (General) | |
| 5 | Research Assistant, Grade-I (Pulp & Paper) | |
| 6 | Research Assistant, Grade-II (Pulp & Paper) | |
| 7 | Technical Assistant, Group-C | |
| 8 | Research Assistant, Grade-I (Electrical & Mechanical) | Group-II (Maintenance) |
| 9 | Research Assistant, Grade-II (Electrical & Mechanical) | |
| 10 | Technical Assistant, (Electrical and Mechanical) | |
| 11 | Machine Operator/ Asstt. Machine Operator | |
| 12 | Logging Instructor | |
| 13 | Asstt. Logging Instructor | |
| 14 | Logging Inspector | |
| 15 | Research Assistant, Grade-I (Wood workshop) | Group-III (Workshop) |
| 16 | Research Assistant, Grade-II (Wood workshop) | |
| 17 | Technical Assistant, (Carpenter, Polisher, Saw fitter, Sawyer & Cabinet maker) | |
| 18 | Technical Assistant (Timber overseer) | |
| 19 | Chief Artist | Group-IV (General Services) |
| 20 | Artist, Grade-III | |
| 21 | Research Assistant, Grade-I (Photography) | |
| 22 | Research Assistant, Grade-II (Photography) | |
| 23 | Draftsman, Grade-I | |
| 24 | Draftsman, Grade-II | |
| 25 | Junior Draftsman, Grade-III | |
| 26 | Tracer | |
| 27 | Senior Foreman (Printing) | |
| 28 | Foreman (Printing) | |
| 29 | Asstt. Foreman (Printing) | |
| 30 | Machine-man/Etcher/Copy-holder | |
| 31 | Compositor | Group-V (Paramedical) |
| 32 | Chief Pharmacist | |
| 33 | Pharmacist | |
| 34 | Staff Nurse | |
| 35 | Sister- in -Charge, Grade-I | |
| 36 | Radiographer | |
| 37 | Laboratory Assistant-I | |

APPENDIX- III

ASSESSMENT PROCEDURE FOR THE GRANT OF MERIT PROMOTION OR
ADVANCE INCREMENT (S) TO TECHNICAL PERSONNEL

CATEGORY- I

1. The following criteria will be adopted for the assessment of the technical personnel of the Indian Council of Forestry Research & Education.
 - ✔ Professional performance in relation to the duties and tasks assigned.
 - ✔ Spirit of co-operation and team-work and support to scientific work.
 - ✔ Person/behavioural abilities/attributes
2. Emphasis while making assessment will be on the contributions of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

PROCEDURE FOR ASSESSMENT

3. Assessment of the technical personnel shall take into consideration the followings:
 - ✔ The information furnished in the Assessment Proforma (enclosed).
 - ✔ APARs for the last 5 years.
4. The technical personnel being assessed shall carefully fill in the enclosed proforma keeping in mind their activities in the past 5 years.
5. The Reviewers shall be the immediate supervisors of the technical personnel concerned. In cases where the Reviewer has supervised the work of the Reviewee for a very short period of time, say less than six months, he shall be required to consult other scientists/technical personnel who may have also supervised or worked with the Reviewee for longer periods. Directors will issue separate orders indicating clearly the Reviewer for each post.
6. After the proformas have been completed by the technical personnel being assessed (Reviewee), the same will be passed on to the Reviewer. The Reviewer shall then carefully go through the information provided by the Reviewee and the evaluation done by him/her and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Head of Division/Research Station/ Project for his/her remarks.
7. The Head of Division/Research Station/Project shall then carefully look through the proforma and in case he/she notices marked discrepancies between the assessment of Reviewer and the Reviewee on the last item of Part II, he/she may give his/her comments on the discrepancies. In case the Head of Division/ Research Station/Project disagrees with the assessment of both the Reviewer and the Reviewee, he/she may give his/her reasons for disagreement. He/she shall then countersign the proforma with his recommendations.
8. The proforma relating to all technical personnel will be placed before the Assessment Committee to obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

Assessment System

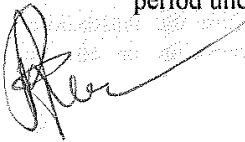
9. The Assessment Committees will be constituted by the Appointing Authority and will comprise at least 5 members excluding Chairman. The Chairman of the Committee would be Director of the Institute. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Head of Division/ Research Station/Project concerned in the Institute.
10. The Committee shall decide on the performance of the technical personnel by taking the documents mentioned in above para No. 3 into consideration. The technical personnel will be given merit promotion or advance increment(s). The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment. The employees with 5 years of service on the post of Chief Technical Officer, the highest post in Cat. III, are eligible for consideration for grant of advance increments on the basis of five-yearly assessments subject to maximum of three advance increments within the post.

Proforma -I

ASSESSMENT FORM FOR THE CATEGORY- I TECHNICAL PERSONNEL OF THE ICFRE

(To be completed by the concerned Estt. Division)

1. Reported period
2. Name
3. Date of birth
4. Designation
5. Present grade and scale of pay
6. Date of entry into service
7. Date of continuous appointment to the present post
8. Period of absence from duty, on leave, training, health, etc. during the period under report
9. Academic / Professional qualifications (underline any qualifications obtained during the period under report)



PART - I

(To be filled in by the Reviewee)

Please furnish the following information

10. Educational career:

| Certificate/Diploma/Degree | Class/Grade | University/Board/Institute |
|----------------------------|-------------|----------------------------|
|----------------------------|-------------|----------------------------|

11. Additional qualifications / training acquired during the period under review:

12. Employment record for last five years ending _____ starting with your present post, list in **reverse order** every employment you have had.

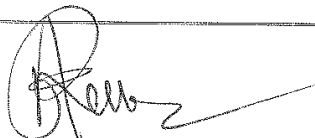
| Name of employing organization | Designation | Salary/Scale of pay | Date of joinir | Date of leaving |
|--------------------------------------|-------------|------------------------|----------------|-----------------|
|--------------------------------------|-------------|------------------------|----------------|-----------------|

Signature of Reviewee.....

Name in Capital Letters).....

Date.....

Designation.....



PART II
(To be filled in by the Reviewer)

1. Is the information provided by the reviewee is correct to the best of your knowledge?
2. Please give a resume of the work done by he/she (reviewee) during the last five/ten years ending on _____ in relation to tasks assigned to him/her.
3. Please comment on reviewee's
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Recommendations of the reviewer

Signature

Name (in Capital Letters).....

Designation.....

Date.....

PART- III

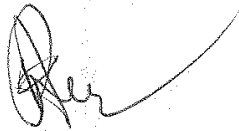
Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature

Name (in Capital Letters).....

Designation.....

Date.....



CATEGORY -II

1. The following criteria will be adopted for the five yearly assessment of technical personnel (Category II) of the ICFRE.

- Professional performance in relation to the duties and tasks assigned
- Spirit of co-operation and team-work and support to the scientific work
- Person behaviour /abilities/attributes
- Organizational abilities/attributes

2. Emphasis in the assessment will be on the contributions and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he/she was recruited.

Procedure for Assessment

3. Assessment of the technical personnel (Category II) shall take into consideration the followings:

- The information furnished in the five yearly assessment proforma (enclosed)
- APARs for the past five years

4. The technical personnel being assessed shall carefully fill in the enclosed proforma mentioning their activities in the past five/ten years.

5. The reviewer shall be the immediate supervisor of the technical personnel concerned. In cases where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other scientists who may have also supervised or worked with the reviewee for a longer period.

6. After the proforma has been completed by the technical personnel (reviewees) being assessed, the same will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by reviewees and the evaluation done by them and shall fill in items intended for them. Such a completed proforma will then be sent to the Head of Division/Research Station/Project for his/her remarks.

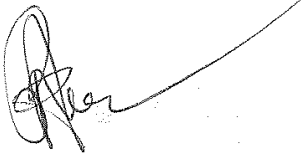
7. The Head of Division/Research Station/Project shall then carefully look through the proforma, and in case, he/she notices marked discrepancies between the evaluation of reviewer and the reviewee, he/she may give his/her comments on the discrepancies. In case the Head of Division/Research Station/Project disagrees with the assessment of both the reviewer and the reviewee, he/she may give his/her reasons for disagreement. He /she shall then countersign the proforma with his/her recommendations.

8. The proforma relating to all technical personnel will be placed before the Assessment Committee to obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.



Assessment System

9. The Assessment Committees will be constituted by the Appointing Authority and will comprise at least 5 members excluding Chairman. The Chairman of the Committee would be Director of the Institute. Separate Assessment Committees will be constituted for each professional group/discipline and will include experts in the particular professional group/discipline in addition to Head of Div./ Res. Station/Project concerned in the Institute.
10. The Committees shall decide on the performance of the technical personnel by taking the documents into consideration mentioned in para 3 above. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.



Proforma -II

ASSESSMENT FORM FOR THE CATEGORY- II TECHNICAL PERSONNEL OF THE ICFRE

(To be filled in by the Concerned Estt Section at Institute)

1. Reported period :
2. Name :
3. Date of birth/age :
4. Field of specialization :
5. Basic degree/diploma and the institution (the degree was obtained from) :
6. Date of entry into the Council's service :
7. Present post/grade and scale of pay :
8. Duties assigned to the post for which the person has been recruited :
9. Date of continuous appointment to the present post/grade :
10. Any other basic information :

(Besides the above information, the office may be required to furnish all the information relevant to the employee's career before and after entry into the ICFRE at the time of assessment).



PART-I

(To be filled in by the Reviewee)

Please furnish the following information:

1. Educational career

| <u>Certificate/Diploma/Degree</u> | <u>Class/Grade</u> | <u>University/Board/Institution</u> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------------------------------|
| B.Sc. or equivalent or Diploma in Engg. Or 10+2 with Science + 2 years diploma/degree from a recognized University/institution in relevant field | | |
| Any ITI or other trade Certificate | | |
| 10+2 Science certificate | | |
| Matriculation /School Leaving Certificate/Higher Secondary/ PUC | | |

2. (a) Subjects of specialization at degree/diploma level
3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).
4. Employment record of last five years, starting with your present post, list in **reverse order** every employment you have had.

| <u>Name of employing organization</u> | <u>Designation</u> | <u>Salary/Scale of pay</u> | <u>Date of joining</u> | <u>Date of leaving</u> | <u>Nature of duties actually performed</u> |
|-----------------------------------------------|--------------------|--------------------------------|----------------------------|------------------------|----------------------------------------------------|
|-----------------------------------------------|--------------------|--------------------------------|----------------------------|------------------------|----------------------------------------------------|

5. (a) Honours/awards etc
- (b) (i) Membership of professional societies
- (ii) Offices and committees assignment held in professional societies



- (c) Special invitations (this would refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate conduct a seminar)
- (d) Special assignments covered (list each one giving dates) and briefly describe the work done
- (e) Duration of absence from the institute for foreign visits, etc. during the 5 year period (the number of months may be specified)

6. Is there any other type of work than your present job/ assignment that you would rather do in the institute or outside? If yes, please indicate

7. Please give below the productivity statement in respect of the work done by you during the period under review

(This is intended to reflect the actual performance by the reviewee during 5 years. Some of the items may not be applicable to the individuals based on the nature of the duties assigned. In such cases he/she may indicate against the items that it is not applicable. For items (a) to (e) please indicate the numbers only.)

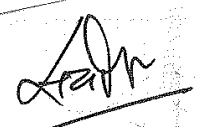
(The items included in the statement are only illustrative and not exhaustive)

Productivity

Past 5 years

- (a) Technical support for scientific work
- (b) Training work
- (c) Extension/Education work
- (d) Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved
- (e) Institution /building activities, such as:
 - Membership in special committees/ task-force
 - Organizing seminars/symposia in the institution
 - Any other (please specify)





- (f) published work, if applicable, such as:
 - books/monographs
 - professional papers/articles
 - popular articles
 - book-reviews
 - professional communication to journals/magazines
 - professional abstracts
 - technical reports

(g) Papers presented at professional meetings

(h) Relationship with his/her professional colleagues

8. Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.
9. If some or all your professional work remains incomplete or have fallen below your expectations, please furnish reasons for that and suggest improvement, if any.

Signature
 Name (in Capital Letters).....
 Designation.....

Date.....

PART- II

(To be filled in by the Reviewer)

1. Is the information provided by the reviewee correct to the best of your knowledge?
2. Do you agree with the position indicated by the reviewee against items 7,8 and 9 of Part I of the proforma.
3. Please comment on reviewee's
 - (a) Amenability to discipline
 - (b) Punctuality
 - (c) Integrity
4. Please give your critical appraisal of the work done by the reviewee with you.
5. Recommendations
- 6.

Signature
 Name (in Capital Letters).....
 Designation.....

Date.....

[Handwritten signatures and initials]

PART- III

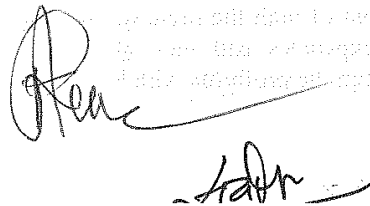
Remarks of the Head of Division/Research Station/Project (if he/she is not the reviewer)

Signature of Reviewer

Name (in Capital Letters).....

Designation.....

Date.....

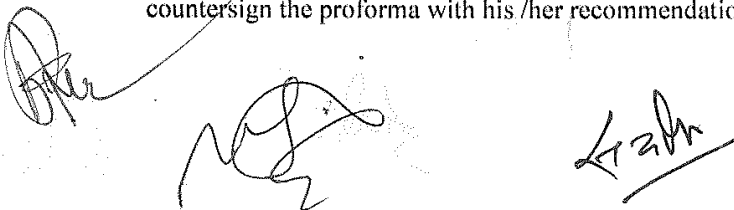


CATEGORY- III

1. The following criteria will be adopted for the five yearly assessment of Category- III technical personnel of the ICFRE:
 - Professional performance in relation to the duties and tasks assigned
 - Spirit of co-operation and team-work and support to scientific work
 - Person/behavioral abilities/attributes
 - Managerial/organizational abilities /attributes
2. Emphasis in the assessment will be on the contribution and achievements of the individual in relation to the requirements of the job and the duties assigned to the post for which he was recruited.

Procedure for Assessment

3. Assessment of the technical personnel shall take into consideration the followings:
 - The information furnished in the five yearly assessment proforma (enclosed)
 - Performance record files maintained by the technical personnel (for this purpose, a suitable proforma shall be devised by the ICFRE)
 - Biodata and career information (various posts held etc.) of the technical personnel throughout their service in the ICFRE
 - APARs for the past 5 years
4. The technical personnel being assessed shall carefully fill in the enclosed proforma, mentioning their activities in the past 5 years.
5. The reviewer shall be the Head of Division/Research Centre for the posts of Sr. Technical Officer, Asst. Chief Technical Officer of Category III. In case any of these positions is held by Scientist/technical personnel in grades lower than Chief Technical Officer, the Director of the Institute will specify the reviewer for the technical personnel working under him/her. The reviewer for Chief Technical Officer, personnel will be the Director of the Institute. In cases, where the reviewer has supervised the work of the reviewee for a short period, say less than six months, he/she shall be required to consult other Scientists / technical personnel who may have also supervised or worked with the reviewee for longer periods. Directors will issue separate orders indicating clearly the reviewer for each post.
6. After the proforma have been completed by the technical personnel (reviewees) being assessed, the same will be passed on to the reviewer. The reviewer shall then carefully go through the information provided by the reviewees and the evaluation done by them and shall fill in items intended for him/her. Such a completed proforma will then be sent to the Director for his/her remarks.
7. The Director shall carefully look through the proforma and in case the Director notices marked discrepancies between the evaluation of reviewer and the reviewee, he/she may give his/her comments on the discrepancies. In case the Director disagrees with the assessment of both the reviewer and the reviewee, he /she may give his/her comments on the discrepancies and may give his/her reasons for disagreement. He/she shall then countersign the proforma with his /her recommendations.



8. Director will then place the proforma relating to all technical personnel before the Assessment Committees and obtain their recommendations for the grant of promotion or advance increment(s), as the case may be.

Assessment System

9. The Assessment Committee will comprise at least five members, excluding the Chairman. These Committees will be constituted for each professional group/discipline and eminent experts belonging to that particular group/discipline only will be its members. The Assessment Committee would be constituted by the Director General, ICFRE, as provided in rule for the Technical Services.
10. The Committees shall decide on the performance of the technical personnel by taking the document into consideration mentioned in para 3 above. The Committee may also give an opportunity to assessee for a person discussion, if so desired by him in writing to project his/her work and achievements during the period under assessment. On the basis of their assessment, the technical personnel will be given merit promotion or advance increment(s), as the case may be. The number of advance increments to be given will not exceed three. One advance increment means one increment over and above the normal annual increment.

Proforma -III

**ASSESSMENT FORM FOR CATEGORY -III TECHNICAL PERSONNEL OF THE
ICFRE**

(To be filled in by the concerned Estt Section at the Institute)

1. Reported period
2. Name
3. Date of birth/age
4. Field of specialization
5. Basic degree and the institution (the degree was obtained from)
6. Date of entry into the Council's service
7. Present post/grade and scale of pay
8. Duties assigned to the post for which the person has been recruited
9. Date of continuous appointment to the present post/grade
10. Any other basic information

(Besides the above information, the office may be required to furnish all the information relevant to the employee's career before and after entry into the ICFRE at the time of assessment)



PART-I

(To be filled in by the Reviewee)

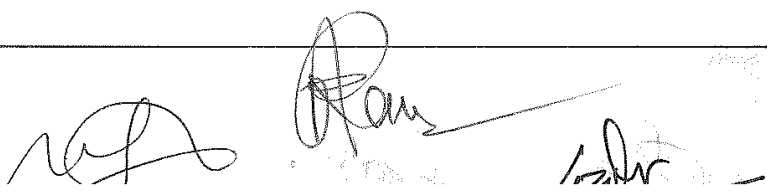
Please furnish the following information:

1. Educational career:

| Degree /Diploma /Certificate | Class/Grade | University/Board/Institute | Year |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------|-------------|
| M.Sc. or equivalent degree or B.E./B. Tech/B Pharma or 2 years PG diploma in relevant subject from a recognized University/Institution or any higher degree | | | |
| B.Sc. or equivalent or Diploma in Engg. or 10+2 with Science + 2 years diploma/degree from a recognized University/institution in relevant field | | | |
| Any ITI or other trade Certificate | | | |
| 10+2 Science certificate | | | |
| Matriculation /school leaving certificate/higher secondary/ PUC | | | |

2. (a) Subjects of specialization at the graduate degree/diploma level
(b) Subjects of specialization at the post graduate/BE/B. Tech etc. level
3. Additional qualifications/training acquired in India and/or abroad (list of all part-time or short-time trainings, not included in the educational career. Give dates, duties and duration of course).
4. Employment record of last five years ending on..... starting with your present post, list in **reverse order** every employment you have had.

| Name of employing organization | Designation | Salary/Scale of pay | Date of joining | Date of leaving | Nature of duties actually performed |
|--------------------------------|-------------|---------------------|-----------------|-----------------|-------------------------------------|
| | | | | | |



5. What were the priority areas of work during the past five years of your service ending on Please mark priorities against each area as 1,2,3, etc. one being the highest and so on; and indicate the percentage of time approximately allotted to each priority area (Normally, you should not assign more than three priorities. As area should be considered a priority area, only if it takes at least 25% of your working time).

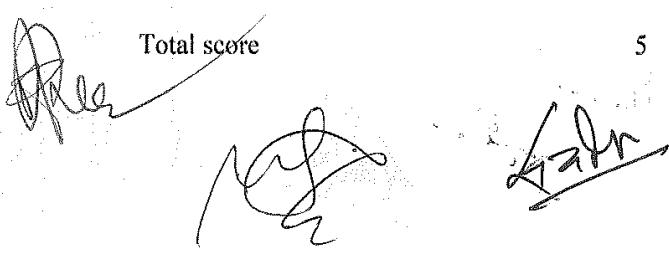
| Area | Priority | Time allocation |
|--------------------------------------------|----------|-----------------|
| Research/ Technical support to the Council | | |
| Teaching/guiding | | |
| Extension | | |
| Management/Co- | | |
| Ordination | | |
| Administration | | |
| Any other area (Please specify the area) | | |

6. (a) Honours/awards etc:
- (b) (i) Membership of professional societies:
- (ii) Offices and committee assignment held in professional societies:
- (c) Special invitations (this should refer to specific invitations to an individual to present a paper before professionally oriented meeting or to participate/conduct a seminar):
- (d) Special assignments (list each one giving dates and briefly describe the work done):
- (e) Duration of absence from the institute, for foreign visits, etc. during the five years period (the number of months may be specified):

7. How would you rate your overall performance in each of the priority areas as indicated in item 5. above on a 0-5 scale (1=poor; 2=below average; 3=average; 4=above average; and 5=outstanding). Please indicate appropriate score for each area.

| Priority area | Assigned score |
|---------------|----------------|
| | 3 |
| | 4 |

Total score 5



8. Is there any other type of work than your present job/assignment that you would rather do in the institute or outside? If yes, please indicate.
9. Please give below the productivity and projection table in respect of the work done by you during the period under review.

This part is intended to be both an evaluation as well as a projection of future programme of action. It seeks information on the past performance and projected output of work. Inability to meet projected targets/expectations next year would not necessarily mean insufficient or poor performance. Due consideration will be given to the reasons for not completing certain projected targets. Proper care should, however, be taken in making future projection; for you may have to evaluate your performance next year against the objectives you set for yourself now. Please indicate numbers only.

(The items included in the statement are only illustrative and not exhaustive).

| | Past 5 years | Proposed to do next year |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|--------------------------|
| 1. Research/ Technical support to the Council | | |
| 2. Training and teaching work | | |
| 3. Extension education work | | |
| 4. Team-work and co-operation mentioning specifically inter-disciplinary, inter-institutional and intra-institutional activities in which you were involved | | |
| 5. Institution building activities such as: membership in the institutional committees membership in special committees/task-force organizing seminars/symposia in the institution any others (please specify) | | |
| 6. Published work, if applicable, such as: books/monographs professional papers/articles popular articles - book reviews - professional communication to journals/magazines - professional abstracts - technical reports | | |
| 8. Papers presented in professional meetings | | |
| 9. Participation in professional meetings | | |

- 10. Relationship with professional colleagues
- 11. Please furnish the most salient features of the work done in each of the top three priority areas as marked in question number (5) in Part I. This should include the points: (A) description of project(s)/assignment(s); (B) objectives of the stated project(s) /assignment(s); (C) any major progress, accomplishments, utilization, etc. for the work done. (Be sure that this is not a detailed description of various projects/activities you may have undertaken during the past five years, it should rather be a summary statement of the most significant aspects of your overall professional performance (with supporting evidence).

Priority Area 1:
 Priority Area 2:
 Priority Area 3:

- 12. Please append a precise resume of the work done during the period ending on with full supporting evidence, if any.
- 13. If some or all of your professional work remains incomplete or fallen below your expectations, please furnish reasons for that, and suggest improvement, if any.
- 14. Do you wish to have an opportunity for presenting before the Assessment Committee personally the details of your work?

Signature
 Name (in Capital Letters).....
 Designation.....

Date.....

FOR THE USE OF THE REVIEWER(S) ONLY

- 1. Is the information provided by the reviewee is correct to the best of our knowledge?
- 2. Do you agree with the assessment and the projections provided by the reviewee? Please give your critical appraisal.

Signature
 Name (in Capital Letters).....
 Designation.....

Date.....

- 3. Recommendation of the Director of the Institute.

Signature
 Name (in Capital Letters).....
 Designation.....

Date.....

Guidelines and bench mark for assessment promotion of technical staff in Cat. I, Cat. II & Cat. III

Following guidelines and benchmark are prescribed for consideration of cases for career advancement:

- (i) The following material shall be taken into consideration for assessment:
 - (a) The material furnished in the assessment proforma for last 5 years.
 - (b) APARs for the past 5 years.
 - (c) Performance record files maintained by the technical personnel.
 - (d) Biodata and career information (various posts held etc.) for the technical personnel throughout their service in the ICFRE.'c' & 'd' are applicable only in the cases of technical employees of Cat. III.

- (ii) The evaluation of APARs for the assessment period (5 years) vide foregoing para 1(b), shall carry 80 marks and evaluation of remaining material by the Assessment Committee shall carry 20 marks.

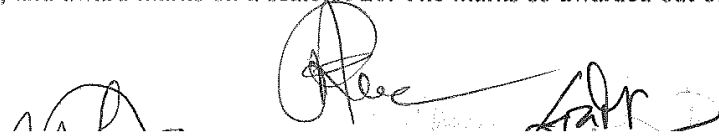
- (iii) The evaluation of APAR shall be done in the following manner:
 - (a) The APARs relevant for the period of assessment (last 5 years) are to be considered. In cases where the period of assessment does not synchronize with financial year, the APAR of the year in which the spread of the assessment period is in excess of 6 months, shall be taken into consideration.
 - (b) In the cases where one or more APARs have not been written for any reason during of relevant period, the DPC should consider the APARs of the years preceding the period in question and if in any case even these are not available, the DPC should take the APARs of the lower post into account to complete the number of APARs required to be considered.

In cases of absence of APARs on account of Study Leave, a certificate from the Head of the Institution, where the employee has attended or is attending the course of study is to be obtained in support of satisfactory completion of the course of study and placed in the APAR dossier.

- (c) The APARs relevant for the assessment period (5 years) are to be numerically rated on the basis of final grading as accepted/approved by the Reviewing Authority in the following manner:
 - i) Each Outstanding Report - 80 marks
 - ii) Each Very Good Report - 60 marks
 - iii) Each Good Report - 40 marks
 - iv) Each Average Report - 0 marks

The total marks so arrived at are to be divided by the number of APARs considered for assessment (last 5 years) to arrive at the weightage for APARs on a scale of 80. It goes without saying that regardless of number of years in the assessment period, the maximum weightage of APARs shall not exceed 80 marks in any case.

- (iv.) The Assessment Committee shall examine the other material, as referred to in the foregoing para 1, and award marks on a scale of 20. The marks so awarded out of 20, shall be added



to the marks awarded on the basis of the evaluation of APARs. The merit promotion from one post to next higher post shall be made only if an employee meet the following threshold:

(v.)

| | For promotion (from – to) | Benchmark |
|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| i. | From Technician to Sr. Technician and from Sr. Technician to Technical Assistant | 60% |
| ii. | From Technical Assistant to Sr. Technical Assistant, from Sr. Technical Assistant to Technical Officer and from Technical Officer to Sr. Technical Officer | 67% |
| iii. | From Sr. Technical Officer to Asstt. Chief Technical Officer and from Asstt. Chief Technical Officer to Chief Technical Officer | 75% |

0.5 % and above marks are to be rounded off to the next higher number.

- (v) Directors are expected to ensure that complete and correct information is furnished to the Assessment Committees and the Members are made familiar with the provisions of the rules and instructions.
- (vi) To the extent possible, efforts should be made to identify suitable experts for nomination to Assessment Committee from places not very far away from the Institute so as to timely convene the meetings.
- (vii) One of the members of the Assessment Committee constituted for grant of merit promotion shall be from SC/ST community.



APPENDIX -IV
Model Essential Educational Qualifications required for the direct recruitment of entry level posts in different categories of Technical services
for various functional groups

| Category | Functional Groups → | | Field/Lab Research | Maintenance | Workshop | General services | Para medical |
|----------|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| | Technical post I | Technical post II | | | | | |
| Cat. I | Technician, PB 1: (Rs. 5200-20200, GP-1900) | - | - | Technician (Maintenance) Matriculation from a recognized Board with III certificate in relevant trade or Certificate course from a Govt. recognized Institute | Technician (Workshop) Matriculation from a recognized Board with III certificate in relevant trade or Certificate course from a Govt. recognized Institute | Technician (General Services) Matriculation from a recognized Board with III certificate in relevant trade or Certificate course from a Govt. recognized Institute | - |
| | Technician, PB 1: (Rs. 5200-20200, GP-2000) | Technician (Field/Lab Research) 10+2 in Science with 60% marks in aggregate or equivalent from a recognized Board | Technician (Maintenance) Matriculation from a recognized Board with III certificate in relevant trade or Certificate course from a Govt. recognized Institute or 10+2 in Science from a recognized Board in relevant trade or Certificate course from a Govt. recognized Institute | Technician (Workshop) 10+2 with Science from a recognized Board with at least one year III certificate in relevant trade or certificate course from a Govt. recognized Institute | Technician (General Services) 10+2 with Science from a recognized Board with at least one year III certificate in relevant trade or certificate course from a Govt. recognized Institute | - | |
| Cat. II | Technical Assistant, PB 2: (Rs. 5200-20200, GP-2800) | Technical Assistant (Field/Lab) Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University Or 3 years diploma in Engineering in the | Technical Assistant (Maintenance) Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University or 3 years diploma in Engineering in the | Technical Assistant (Workshop) Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University or 3 years diploma in Engineering in the | Technical Assistant (General Services) Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University or 3 years diploma in Engineering in the | Technical Assistant (Para medical) Bachelor degree in Science in the relevant field/specialization or equivalent from a recognized University or 3 years Diploma/Degree in the relevant field | |

| | | | | | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | <p>relevant field from a recognized Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> | <p>relevant field from a recognized Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> | <p>relevant field from a recognized Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> | <p>relevant field from a recognized Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> | <p>relevant field from a recognized Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> | <p>relevant field from a recognized University/Institution</p> <p>or</p> <p>10+2 with Science from a recognized board + 2 years diploma in the relevant field from a recognized University/Institution</p> |
| <p>Cat. III</p> | <p>Sr. Technical Officer (Rs. 15600-39100, GP-5400)</p> | <p>Sr. Technical Officer (Field/Lab)</p> <p>M.Sc. or equivalent degree from a recognized University in the relevant subject</p> <p>or</p> <p>B.E./B. Tech in relevant field from a recognized Institution</p> | <p>Sr. Technical Officer (Maintenance)</p> <p>M.Sc. or equivalent degree from a recognized University in the relevant subject</p> <p>or</p> <p>B.E./B. Tech in relevant field from a recognized Institution</p> <p>or</p> <p>2 years PG diploma in relevant field from a recognized University/Institution</p> | <p>Sr. Technical Officer (Workshop)</p> <p>M.Sc. or equivalent degree from a recognized University in the relevant subject</p> <p>or</p> <p>B.E./B. Tech in relevant field from a recognized Institution</p> <p>or</p> <p>2 years PG diploma in relevant field from a recognized University/Institution</p> | <p>Sr. Technical Officer (General Services)</p> <p>M.Sc. or equivalent degree from a recognized University in the relevant subject</p> <p>or</p> <p>B.E./B. Tech in relevant field from a recognized Institution</p> <p>or</p> <p>2 years PG diploma in relevant field from a recognized University/Institution</p> | <p>Sr. Technical Officer (Para medical)</p> <p>M.Sc. or equivalent degree from a recognized University in the relevant subject</p> <p>or</p> <p>B. Pharma in relevant field from a recognized University/Institution</p> <p>or</p> <p>2 years PG diploma in relevant field from a recognized University/Institution</p> |
| <p>Note: Based upon the above minimum essential model educational qualifications prescribed for different categories, the specific qualifications covering the relevant fields, Location- specific requirements of posts as well as desirable specialization wherever required in case of posts of different functional groups should be finalized in consultation with the concerned subject-matter divisions for direct recruitment</p> | | | | | | |

APPENDIX – V

**SELECTION / DEPARTMENTAL PROMOTION COMMITTEES FOR VARIOUS POSTS
UNDER DIFFERENT CATEGORIES OF TECHNICAL SERVICES OF ICFRE**

1. Direct recruitment

For Technician to Chief Technical Officer

| Category | Post | Pay Scales |
|--------------|--------------------------------|-------------------------------------------------|
| Category I | Technician | PB-1: Rs.5200-20200 ; GP-Rs. 1900 & GP- Rs.2000 |
| | Sr. Technician | PB-1: Rs.5200-20200, GP -Rs.2400 |
| Category II | Technical Assistant | PB-1: Rs.5200-20200, GP- Rs.2800 |
| | Sr. Technical Assistant | PB-2: Rs.9300-34800, GP- Rs.4200 |
| | Technical Officer | PB-2: Rs.9300-34800, GP- Rs.4600 |
| Category III | Senior Technical Officer | PB-3: Rs.15600-39100, GP-Rs.5400 |
| | Asstt. Chief Technical Officer | PB-3: Rs.15600-39100, GP-Rs.6600 |
| | Chief Technical Officer | PB-3: Rs.15600-39100, GP-Rs.7600 |

ICFRE Research institutes

| | | |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| <i>(a) Technician to Technical Officer posts of Cat. I & II</i> | 1. Director of the Concerned Institute | Chairman |
| | 2. Director/Deputy Secretary/Under Secretary (Forest Estt.), MoEF&CC or Representative of MoEF&CC from its Organizations. | Member |
| | 3. Head of Division of the concerned Institute | Member |
| | 4. In case of recruitment to (ten) or more posts and lady candidates are expected for the service/post, one lady member of appropriate status | Member |
| | 5. Group "A" Officer from any Institute of Govt. of India | Member |
| | 6. Under Secretary/Officer of equivalent grade of concerned Institute | Member |
| <i>(b) Sr. Technical Officer to Chief Technical Officer posts of Cat. III</i> | 1. Director General, ICFRE | Chairman |
| | 2. Deputy Secretary/Director, MoEF&CC | Member |

- | | |
|-----------------------------------------------------------|--------|
| 3. Assistant Director General (Edu. & RB), ICFRE | Member |
| 4. Secretary, ICFRE | Member |
| 5. Group "A" Officer from any office of Govt. of india | Member |

2. (a) Promotion (for filling up 33%) of vacancies of Technician of category-I

(b) Absorption / probationary period / efficiency bar/confirmation etc. for posts from Technician to Technical Officer of Cat. I & II

- | | | |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|----------|
| ICFRE Research Institutes | 1. Director of the Concerned Institute | Chairman |
| | 2. Director/Deputy secretary/Under Secretary (Forest Estt.), MoEF&CC or Representative of MoEF&CC from its Organizations. | Member |
| | 3. Head of Division of the concerned Institute | Member |
| | 4. In case of recruitment to (ten) or more posts and lady candidates are expected for the service/post, one lady member of appropriate status | Member |
| | 5. Group "A" Officer from any office of Govt. of india | Member |
| | 6. Under Secretary/Officer of equivalent grade of concerned Institute. | Member |

3. Absorption /probationary period/efficiency bar/confirmation for posts from Sr. Technical Officer to Chief Technical Officer of Cat. -III

- | | | |
|---------------------------------|--------------------------------------------------------|----------|
| ICFRE Research Institute | 1. Director General, ICFRE | Chairman |
| | 2. Deputy Secretary/Director, MoEF&CC | Member |
| | 3. Assistant Director General (Edu. & RB), ICFRE | Member |
| | 4. Secretary, ICFRE | Member |
| | 5. Group "A" Officer from any office of Govt. of india | Member |

Note:

1. Director General, ICFRE will be final approval authority for all the recruitments, selections and promotions etc. for the posts of Cat. III, while Director of the concerned Institute will be final approval authority for the posts of Cat. I and Cat. II.
2. One of the members of the assessment committee constituted for grant of merit promotion shall be from SC/ST community.

APPENDIX- VI





नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र नीले कागज पर मुद्रित किया जाए।
Note: APAR form to be printed on blue paper

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-1 के
अंतर्गत आने वाले तकनीकी कर्मचारियों का
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

Annual Performance Appraisal Report
for Technical Employees of
Indian Council of Forestry Research & Education
under **Category-I**

अधिकारी का नाम
Name of Officer
समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending



भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद संस्थान
I.C.F.R.E. Institute

प्रपत्र

Form

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-1 के अंतर्गत आने वाले तकनीकी कर्मचारियों
का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council
of Forestry Research & Education, under Category-I

समाप्ति वर्ष / अवधि का प्रतिवेदन
Report for the year/period ending

वैयक्तिक ब्यौरे

PERSON DATA

भाग-1

Part-1

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
(To be filled by the Administrative Section concerned of the Ministry/Department/Office)

1. अधिकारी का नाम
Name of the Officer
2. जन्म तिथि: / Date of Birth:
अंकों में (दिन/माह/वर्ष):
In figures (DD/MM/YYYY):
शब्दों में:
In words:
3. वर्तमान पद
Present post held
4. वर्तमान पद पर नियुक्ति की तिथि
Date of appointment to the present post
5. क्या अधिकारी अनुसूचित जाति/जनजाति का है?
Whether the officer belongs to Schedule
Caste/Schedule Tribe?
6. वर्ष में कार्य से अनुपस्थिति की अवधि (प्रशिक्षण, छुट्टी
आदि)। यदि उक्त अधिकारी ने प्रशिक्षण लिया है तो
उसका विवरण दें।
Period of absence from duty (on training,
leave etc.) during the year. If he has under
gone training specify.

(प्रशासनिक अधिकारी के आद्याक्षर)
(Signature of Administrative Officer)

40

भाग - 2 - स्व मूल्यांकन
Part - 2 - SELF APPRAISAL

(उस अधिकारी द्वारा भरा जाए, जिसका प्रतिवेदन लिखा जाना है)
(To be filled in by the Officer reported upon)
(कृपया प्रविष्टियां भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. कर्तव्यों का संक्षिप्त विवरण
Brief description of duties

Blank box for brief description of duties.

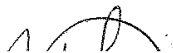
2. से तक के वर्ष/अवधि के दौरान आपके द्वारा किए गए कार्य का संक्षिप्त सार वृत्त
Brief resume of the work done by you during the year/period from to
(दिया जाने वाला सार वृत्त 100 शब्दों से अधिक न हो)
(The resume to be furnished should be limited to 100 words)

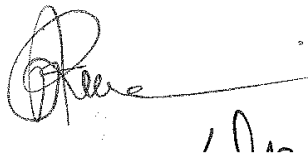
Blank box for brief resume of work done.

स्थानः/Place:

दिनांकः/Date:

अधिकारी, जिसका प्रतिवेदन लिखा जाना है, के हस्ताक्षर
Signature of the officer reported upon





भाग - 3 - प्रतिवेदन लिखने वाले अधिकारी द्वारा मूल्यांकन
Part - 3 - Assessment by the reporting officer

(कृपया प्रविष्टियां भरने से पहले अनुदेशों को ध्यानपूर्वक पढ़ लें)
(Please read carefully the guidelines before filling the entries)

1. कार्य निष्पादन का मूल्यांकन (प्रतिवेदन अधिकारी द्वारा प्रत्येक गुण/विशेषता के लिए आंकिक ग्रेडिंग दी जानी चाहिए जो कि 1 से 10 तक के पैमाने पर होनी चाहिए जिसमें 1 का तात्पर्य निम्नतम ग्रेड से और 10 का उच्चतम ग्रेड से है।

Numerical grading is to be awarded for each of the attributes by the reporting authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to highest.

(क) कार्य निष्पादन का मूल्यांकन (इस खंड की तरजीह 40% होगी)

(A) Assessment of work output (weightage to this Section would be 40 %)

| | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority |
|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1 | 2 | 3 | 4 |
| i) योजनाबद्ध कार्य/आवंटित विषयों के अनुसार आवंटित कार्य का पूरा करना Accomplishment of planned work/work allotted as per subject allotted | | | |
| ii) कार्य की गुणवत्ता Quality of work | | | |
| iii) कार्य में प्रवीणता, रिकॉर्ड्स इत्यादि का रखरखाव Proficiency of work, maintenance of records | | | |
| 'कार्य निष्पादन' पर समग्र ग्रेडिंग (कुल i to iii)/3) Overall Grading on 'Work Output' (Total i to iii)/3) | | | |

(ख) वैयक्तिक गुण/विशेषता का मूल्यांकन (इस खंड की तरजीह 30% होगी)

(B) Assessment of person attributes (weightage to this section would be 30%)

| | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority |
|------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|
| 1 | 2 | 3 | 4 |
| i) कार्य के प्रति अभिवृत्ति Attitude to work | | | |
| ii) उत्तरदायित्व की भावना Sense of responsibility | | | |
| iii) अनुशासन बनाए रखना Maintenance of discipline | | | |
| iv) संप्रेषण कौशल Communication skills | | | |

42

| | | | | |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|--|--|--|
| v) | विश्लेषणात्मक योग्यता Analytical ability | | | |
| vi) | टीम में कार्य करने की योग्यता Ability to work in team | | | |
| vii) | समय-सीमा का पालन करने की योग्यता Ability to meet deadline | | | |
| viii) | अंतर्व्यक्तिक संबंध Inter person relations | | | |
| वैयक्तिक गुण/विशेषताओं की समग्र ग्रेडिंग (कुल [i to viii]/8) Overall Grading on 'Work Output' (Total [i to viii]/8) | | | | |

(ग) कार्यात्मक क्षमता का मूल्यांकन (इस खंड की तरजीह 30% होगी)

(C) Assessment of functional competency (Weightage to this section would be 30%)

| | | प्रतिवेदन लिखने वाले अधिकारी द्वारा दिया गया ग्रेड Grades by Reporting authority | समीक्षा अधिकारी द्वारा संशोधित ग्रेड (यदि स्तम्भ 2 से सहमत नहीं है) Revised Grades by Reviewing Authority (if doesn't agree with col. 2) | समीक्षा अधिकारी का आद्याक्षर Initial of Reviewing Authority |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| 1 | | 2 | 3 | 4 |
| i) | काम/काज के क्षेत्र में नियमों/विनियमों/ पद्धतियों का ज्ञान और इन्हें सही तरीके से लागू करने की योग्यता Knowledge of Rules /Regulations/ Procedures in the area of function and ability to apply them correctly | | | |
| ii) | समन्वय की योग्यता Coordination ability | | | |
| iii) | पहल Initiative | | | |
| iv) | कम्प्यूटर पर कार्य करने में प्रवीणता Proficiency in working on computer | | | |
| 'कार्यात्मक क्षमता' पर समग्र ग्रेडिंग (कुल [i to iv]/4) Overall Grading on 'Work output' (Total [i to iv]/4) | | | | |

टिप्पणी: समग्र ग्रेडिंग निर्धारित की गई तरजीह के अनुपात में संकेतकों के प्रत्येक समूह के माध्यमान के योग पर आधारित होगी।

Note: The overall grading will be based on addition of the mean value of each of indicators in proportion to weightage assigned.

सामान्य/GENERAL

भाग - 4

Part - 4

1. जनता के साथ संपर्क (जहां कहीं लागू हो) (कृपया जनता की अधिकारी तक पहुंच की योग्यता और उनकी जरूरतों के प्रति उत्तरदायित्व पर टिप्पणी दें)

Relations with the public (wherever applicable)

(Please comment on the officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण (कृपया अधिकारी की कारगरता और कार्य क्षमता में सुधार लाने हेतु भविष्य की दृष्टि से प्रशिक्षण की सिफारिश दें)

Training (Please give recommendations for training with a view to improve the effectiveness and capabilities of the officer in future)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा (कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी करें)

Integrity (Please comment on the integrity of the officer)

5. क्षमताओं और कमतर क्षमताओं असाधारण उपलब्धियों, महत्वपूर्ण विफलताओं तथा कमजोर वर्गों के प्रति अभिवृत्ति के क्षेत्र सहित अधिकारी के समय गुणों पर प्रतिवेदन लिखने वाले अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)
- Pen picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strength and lesser strength, extraordinary achievements, significant failures and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 में खंड क, ख और ग में दी गई त्रज्जिह के आधार पर समय आंकिक योजिंग

Overall numerical grading on the weightage given in Section A, B and C in Part-3 of Report

प्रतिवेदन लिखने वाले अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान:/Place:

दिनांक:/Date:

नाम (मोटे अक्षरों में):

Name in Block letters:

पदनाम:

Designation:

प्रतिवेदन की अवधि के दौरान:

During the period of Report:

भाग - 5 समीक्षा अधिकारी द्वारा अभ्युक्तियां
Part – 5 REMARKS OF THE REVIEWING OFFICER

1. समीक्षा अधिकारी के तहत सेवाकाल
Length of service under the Reviewing Officer

2. क्या आप कार्य निष्पादन और भाग-3 तथा भाग-4 में विभिन्न गुणों/विशेषताओं के संबंध में प्रतिवेदन लिखने वाले अधिकारी द्वारा किए गए मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 और भाग-4, (5)) (यदि आप गुणों/विशेषताओं के किसी भी आंशिक मूल्यांकनों से सहमत नहीं हैं तो उस खंड में आपके लिए दिए गए स्तम्भ में अपना मूल्यांकन दर्ज करें और अपनी प्रविष्टियों पर अपना आद्याक्षर करें)

Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4 (Ref: Part-3 and Part-4) (In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you in that section and initial your entries.

3. असहमति की स्थिति में कारण बताएं। क्या ऐसा कुछ है जिसमें आप संशोधन करना अथवा जोड़ना चाहते हैं?
In case of disagreement, please specify the reasons if there is anything which you wish to modify or add?

4. अ.जा./अ.ज.जा. अधिकारी के कार्य निष्पादन का मूल्यांकन करने में प्रतिवेदन लिखने वाले अधिकारी की अभिवृत्ति
The attitude of the Reporting Officer in assessing the performance of SC/ST officer

5. समीक्षा अधिकारी द्वारा शब्द चित्र (लगभग 100 शब्दों में)। कृपया क्षमताओं और कमतर क्षमताओं के क्षेत्र और कमजोर वर्गों के प्रति अभिवृत्ति सहित अधिकारी के समय गुणों पर टिप्पणी करें।
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strengths and his attitude towards weaker section.

6. प्रतिवेदन के भाग-3 में खंड-क, खंड-ख और खंड-ग में दी गई तरजीह के आधार पर समय आंकिक ग्रेडिंग
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report

समीक्षा अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान:/Place:

दिनांक:/Date:

नाम (मोटे अक्षरों में):

Name in Block letters:

पदनाम:

Designation:

प्रतिवेदन की अवधि के दौरान:

During the period of Report:

अनुदेश
INSTRUCTIONS

1. वार्षिक निष्पादन मूल्यांकन रिपोर्ट एक महत्वपूर्ण दस्तावेज है, यह अधिकारी के कार्य-निष्पादन का मूल्यांकन करने के लिए और उसके कैरियर में आगे की बढ़ोतरी के लिए महत्वपूर्ण जानकारी उपलब्ध करवाता है। अतः वह अधिकारी जिसकी रिपोर्ट लिखी जा रही है, रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को बड़ी जिम्मेदारी के साथ इस फार्म को भरने की जिम्मेदारी निभानी चाहिए।
The Annual Performance Appraisal Report is an important document, it provides the basic and vital inputs for assessing the performance of an officer and for his/her further advancement in his/her career. The Officer reported upon, the Reporting Officer and Reviewing Officer should, therefore undertake the duty of filling out the form with a high sense of responsibility.
2. रिपोर्ट लिखने वाले अधिकारी को यह महसूस करना चाहिए कि इसका उद्देश्य अधिकारी का विकास करना है, ताकि वह अपनी वारतविक सामर्थ्य को पहचान सके। यह एक त्रुटि ढूंढने वाली प्रक्रिया नहीं है, बल्कि एक विकासात्मक प्रक्रिया है। रिपोर्ट लिखने वाले अधिकारी और समीक्षा अधिकारी को, उस अधिकारी, जिसकी रिपोर्ट लिखी जानी है, के कार्य निष्पादन, अभिरुचि अथवा समग्र व्यक्तित्व की कमियां अपनी रिपोर्ट में लिखने से संकोच नहीं करना चाहिए।
Reporting Officer should realize that the objective is to develop an officer so that he/she realizes his/her true potential. It is not meant to be a fault finding process but development one. The Reporting Officer and the Reviewing Officer should not shy away from reporting shortcomings in performance, attitudes or overall personality of the officer reported upon.
3. ये मदें समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए। रिपोर्ट को आकस्मिक तौर पर अथवा उपरी तौर पर भरे जाने का कोई भी प्रयास उच्च अधिकारियों को स्पष्टतः पता चल जाएगा।
The items should be filled with due care and attention and after devoting adequate time. Any attempt to fill the report in casual or superficial manner will be easily discernible to the higher authorities.
4. यदि समीक्षा अधिकारी इस बाबत संतुष्ट है कि रिपोर्ट लिखने वाले अधिकारी ने उचित सावधानी और ध्यान के बिना ही रिपोर्ट लिख दी है तो वह भाग-iv के मद 2 में इस बाबत अभ्युक्ति दर्ज करेंगे/करेंगी। सरकार इस अभ्युक्ति को रिपोर्ट लिखने वाले अधिकारी के गोपनीय रोल में प्रविष्ट करेगी।
If the Reviewing officer is satisfied that the Reporting Officer had made the report without due care and attention he/she shall record a remark to that effect in item 2 of Part V. The Government shall enter the remark in the APAR of the Reporting Officer.
5. प्रत्येक उत्तर वर्णनात्मक रूप में दिया जाए, केवल उसे छोड़कर जहां आंकिक ग्रेडिंग दी जानी हो। उपलब्ध करवाया गया स्थान उत्तर की अपेक्षित लम्बाई दर्शाता है। शब्दों और पदबंधों को ध्यानपूर्वक चुना जाए और यह उत्तर रिकार्ड करने वाले अधिकारी के इरादे को सही ढंग से दर्शाए। सुस्पष्ट और साधारण भाषा का प्रयोग किया जाए।
Every answer shall be given in narrative form except where numerical grading is to be awarded. The space provided indicates the desired length of the answer. Words and phrases should be chosen carefully and should accurately reflect the intention of the officer recording the answer. Unambiguous and simple language may be used.
6. रिपोर्ट लिखने वाले अधिकारी, उस अधिकारी जिसकी रिपोर्ट लिखी जानी है, का वर्ष के शुरु में वर्ष में पूरे किए जाने वाले लक्ष्य सौंपेगा। यदि कोई अधिकारी रिपोर्टधीन वर्ष के लिए नया पद सम्भालता है, तो इस तरह के लक्ष्य नया पद सम्भालने के समय तय किए जाएंगे। कार्य/लक्ष्य दोनों, संबंधित अधिकारियों द्वारा स्पष्ट रूप से जाने और समझे जाने चाहिए।
The Reporting Officer shall, in the beginning of the year, assign targets to each of the officers who will report to whom he is required to report upon for completion during the year. In the case of an officer taking up a new post in the course of the reporting year, such targets/goals shall be set at the time of assumption of the new change. The tasks/targets set should clearly be known and understood by the both the officer concerned.

7. यद्यपि निष्पादन मूल्यांकन वर्ष में समाप्त होने वाला अभ्यास है और यह कि मानव संसाधन विकास का एक कारक बन सकता है, अतः रिपोर्ट लिखने वाले अधिकारी को नियमित अंतराल पर निष्पादन का मूल्यांकन करना चाहिए और सलाह इत्यादि के माध्यम से सुधारात्मक कदम उठाने चाहिए।
Although the performer appraisal is a year-end exercise, in order that it may be a tool for human resource development; the Reporting Officer should at regular intervals review the performance and take necessary corrective steps by way of advice etc.
8. प्रत्येक मूल्यांकनकर्ता का यह प्रयास होना चाहिए कि वह मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन, आचरण, व्यवहार और सामर्थ्य की भी यथासंभव वास्तविक तस्वीर प्रस्तुत करे।
It should be the endeavor of each appraiser to present the truest possible picture of the appraisee in regard to his/her performance, conduct, behavior and potential.
9. यह मूल्यांकन, मूल्यांकन किए जाने वाले अधिकारी के कार्यनिष्पादन के बारे में रिपोर्टाधीन अवधि तक ही सीमित होना चाहिए।
Assessment should be confined to the appraisee's performance during the period of report only.
10. एक ही रैंक के कुछ पद अधिक भ्रमसाध्य हो सकते हैं। किसी भी पद में तनाव का स्तर समय-समय पर बदल सकता है। इन तथ्यों को मूल्यांकन के दौरान मरिटाब्लक में रखा जाना चाहिए और इन पर उपयुक्त रूप से टिप्पणी की जानी चाहिए।
Some post of the same rank may be more exacting than others. The degree of stress and strains in any post may also vary from time to time. These facts should be borne in mind during appraisal and should be commented upon appropriately.
11. आंकिक ग्रेडिंग के साथ एपीएआर फार्म भरने संबंधी दिशा-निर्देश-
Guidelines regarding filling up of APAR with numerical grading-
- (i) वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट में स्तम्भ समुचित ध्यान से और पर्याप्त समय देकर भरी जानी चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- (ii) यह उम्मीद की जाती है कि 1 और 2 की कोई भी ग्रेडिंग का, किए गए कार्य, अथवा गुण अथवा समय ग्रेड के लिए विशेष कमियों के माध्यम से चरित्र आकलन में पर्याप्त रूप से औचित्य उभारा जाए। इसी प्रकार 9 तथा 10 के ग्रेड का, किए गए विशेष कार्यों के संबंध में औचित्य उभारा जाए। 1-2 के ग्रेड और 9-10 के ग्रेड बिरले मामलों में होंगे, अतः उनका औचित्य बताने की आवश्यकता है। आंकिक ग्रेड दिए जाने के संबंध में रिपोर्ट लिखने वाले और समीक्षा करने वाले अधिकारी को अपने कर्मचारियों, जो उसके अंतर्गत कार्य कर रहे हैं, की एक बड़ी संख्या की तुलना में ग्रेडिंग करनी चाहिए।
It is expected that any grading of 1 or 2 (against work output or attributes or overall grade) would be adequately justified in the pen-picture by way of specific failures and similarly, any grade 9 or 10 would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting the reviewing authorities should be rate the officer against a larger population of his/her peers that may be currently working under them.
- (iii) 8 और 10 के बीच ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'असाधारण' माना जाएगा और पैनेल में शामिल किए जाने/पदोन्नति हेतु औसत स्कोर की गणना करने के उद्देश्य से 9 स्कोर दिया जाएगा।
APARs graded between 8 and 10 will be rated as 'outstanding' and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- (iv) 6 से अधिक और 8 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'बहुत अच्छा' माना जाएगा और 7 स्कोर दिया जाएगा।
APARs graded between 6 and short of 8 will be rated as 'very good' and will be given a score of 7.
- (v) 4 से अधिक और 6 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को 'अच्छा' माना जाएगा और 5 स्कोर दिया जाएगा।

APARs graded between 4 and 6 short of 6 will be rated as 'good' and given a score of 5.

- (vi) 4 से कम ग्रेड वाली वार्षिक कार्यनिष्पादन मूल्यांकन रिपोर्ट को शून्य स्कोर दिया जाएगा।
APARs graded below 4 will be given a score of zero.

टिप्पणी

NOTE

सत्यनिष्ठा से संबंधित मद को भरने में निम्नलिखित प्रक्रिया का पालन करना चाहिए:
The following procedure should be followed in filling up the item relating to integrity:

- (i) यदि अधिकारी की सत्यनिष्ठा संदेह से परे है, ऐसे बताया जाए।
If the officer's integrity is beyond doubt, it may be so stated.
- (ii) यदि कोई संदेह है, मद को खाली छोड़ दिया जाए और निम्नानुसार कार्रवाई की जाए-
If there is any doubt of suspicious, the item should be left blank and action taken as under-
- (a) एक अलग गुप्त टिप्पणी दर्ज की जाए और बाद की कार्रवाई की जाए। टिप्पणी की एक प्रति गोपनीय रिपोर्ट के साथ अगले वरिष्ठतम अधिकारी को भी भेज दी जाए, जो यह सुनिश्चित करेगा कि अनुवर्ती कार्रवाई शीघ्र की जाती है। जहां सत्यनिष्ठा को प्रमाणित करना या गुप्त टिप्पणी को लिपिबद्ध करना संभव नहीं है, रिपोर्ट अधिकारी यह सूचित करे कि सुस्पष्ट निर्णय करने के लिए अधिकारी के कार्य को देखने में पर्याप्त समय नहीं था या उसने अधिकारी के खिलाफ कुछ सुना नहीं, जैसी भी स्थिति हो।
A separate secret note should be recorded and followed up. A copy of the note should be sent together with the confidential Report to the next superior officer who will ensure that the follow-up action is taken expeditiously. Where it is not possible either to certify the integrity or to record the secret note, the Reporting Officer should state either that he has not watched the officer's work for sufficient time to form a definite judgment or that he has heard nothing against the officer, as the case may be.
- (b) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप संदेह दूर हो जाते हैं, अधिकारी की सत्यनिष्ठा प्रमाणित कर देनी चाहिए और तदनुसार एक प्रविष्टि गोपनीय रिपोर्ट में कर दी जाए।
If, as a result of the follow up action the doubts or suspicious are cleared, the officer's integrity should be certified and an entry made accordingly in the Confidential Report.
- (c) यदि संदेह की पुष्टि हो जाती है, यह तथ्य भी लिपिबद्ध कर दिए जाने चाहिए और इयूटी, संबंधित अधिकारी को संसूचित कर दी जाए।
If the doubts or suspicions are confirmed, the fact should be recorded and duty communicated to the officer concerned.
- (d) यदि, अनुवर्ती कार्रवाई के परिणामस्वरूप, संदेह दूर नहीं होते हैं और न ही उनकी पुष्टि होती है, अधिकारी के आचरण को अगली अवधि के दौरान देखा जाना चाहिए और उसके बाद उपर्युक्त (ख) और (ग) पर यथामिदिष्ट कार्रवाई की जानी चाहिए।
If as a result of the follow up action, the doubts or suspicions are neither cleared nor confirmed the officer's conduct should be watched for a further period and thereafter action taken as indicated at (b) and (c) above.

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र सफेद कागज पर मुद्रित किया जाए
Note: APAR Form to be printed on white Paper

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग - II के
अंतर्गत आने वाले तकनीकी कर्मचारियों का
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report (APAR)
for Technical Employees of
Indian Council of Forestry Research & Education
under Category-II**

अधिकारी का नाम
Name of Officer
समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending



भा. वा. अ. शि. प. संस्थान
ICFRE Institute.....

प्रपत्र

FORM

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग- II के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council of Forestry Research & Education under Category-II

समाप्त वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending

वैयक्तिक डेटा
PERSON DATA

भाग- 1

PART-I

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
To be filled by the concerned Administrative Section of the Ministry/Department/Office)

1. अधिकारी का नाम
Name of the Officer.....
2. जन्म तिथि: / Date of Birth:
अंकों में (दिन/माह/वर्ष):
In figures (DD/MM/YYYY):
शब्दों में:
In words:
3. वर्तमान पद
Present post held
4. वर्तमान पद पर नियुक्ति की तिथि
Date of appointment to the present post
5. क्या अधिकारी अनुसूचित जाति/जनजाति का है?
Whether the officer belongs to Schedule Caste/Schedule Tribe?
6. वर्ष में कार्य से अनुपस्थिति की अवधि
(प्रशिक्षण, छुट्टी आदि)। यदि उक्त अधिकारी
ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training,
leave etc during the year. If he has under
gone training specify.

(प्रशासनिक अधिकारी के आदयाक्षर)
(Signature of Administrative Officer)

भाग-2

PART-11

(जिस अधिकारी का प्रतिवेदन लिखा जाता है, उसके द्वारा भरे जाने के लिए)
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

1. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties

| |
|--|
| |
|--|

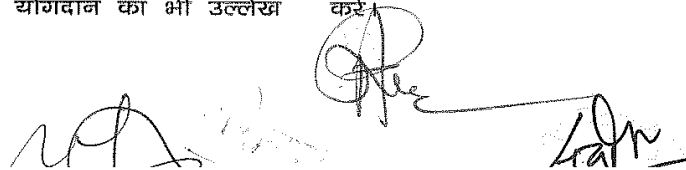
2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूप में) कार्यों की आठ-दस मंदा प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएं।
(उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

| लक्ष्य/उद्देश्य/ध्येय Targets/Objective/Goals | उपलब्धियाँ Achievements |
|--------------------------------------------------|----------------------------|
| | |

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

| |
|--|
| |
|--|

(ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।



(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

[Empty box for reporting achievements and contributions]

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल सम्पत्ति वार्षिक विवरणी निर्धारित दिनांक अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की दिनांक दी जाए।
Please state whether the annual return of immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

[Empty box for providing the date of filing the return]

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon

दिनांक:

Dated:



भाग-3
PART-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्विरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)
(A) Assessment of work output (weightage to this Section would be 40%)

| | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted | | | |
| ii) कार्य-निष्पादन की कोटि Quality of output | | | |
| iii) विश्लेषणात्मक योग्यता Analytical ability | | | |
| iv) अपेक्षादात्मक कार्य का परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed | | | |
| निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output' | | | |

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)
(B) Assessment of person attributes (weightage to this section would be 30%)

| | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority |
|-------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| i) कार्य की अभिवृत्ति Attitude to work | | | |
| ii) जिम्मेदारी का बोध Sense of responsibility | | | |
| iii) अनुशासन का अनुरक्षण Maintenance of discipline | | | |
| iv) संप्रेषण क्षमताएँ Communication skills | | | |
| v) नेतृत्व गुण Leadership qualities | | | |
| vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit | | | |
| vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule | | | |

| | | | | |
|-------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--|--|--|
| viii) | परस्पर व्यक्तिगत सम्बंध Inter-person relations | | | |
| ix) | समग्र छवि एवं व्यक्तित्व Overall bearing and personality | | | |
| व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Person Attributes' | | | | |

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
(C) Assessment of functional competency (weightage to this Section would be 30%)

| | | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्यक्षर Initial of Reviewing Authority |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
| i) | नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules /Regulations / Procedures in the area of function and ability to apply them correctly. | | | |
| ii) | नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability | | | |
| iii) | निर्णय लेने की क्षमता Decision making ability | | | |
| iv) | समन्वय क्षमता Coordination ability | | | |
| v) | अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates | | | |
| vi) | पहल शक्ति Initiative | | | |
| प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency' | | | | |

भाग-4
PART-4
सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)

(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियों, महत्वपूर्ण विफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिये गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A,B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान/Place:

दिनांक/Date:

नाम साफ अक्षरों में

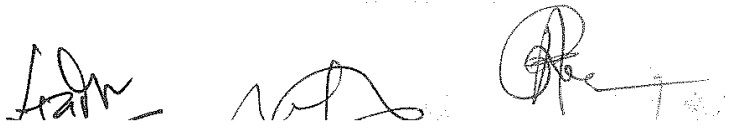
Name in Block letters:

पदनाम:

Designation:

प्रतिवेदन की अवधि में:

During the period of Report:



भाग-5
PART-5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:
REMARKS OF THE REVIEWING OFFICER
पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल
Length of service under the Reviewing Officer

| |
|--|
| |
|--|

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/ महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 (अ)(IV) तथा भाग-4 (5))
(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं हैं तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दे तथा विद्यमानता के आद्याक्षर करें)
Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3A(IV) and part 4(5))
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you and initial your entries.)

| | |
|------------|------------|
| हाँ YES | नहीं NO |
|------------|------------|

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं।
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

| |
|--|
| |
|--|

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

| |
|--|
| |
|--|

5. प्रतिवेदन के भाग-3 खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

| |
|--|
| |
|--|

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान /Place:

नाम साफ अक्षरों में
Name in Block letters:

दिनांक /Date:

पदनाम:

Designation:

प्रतिवेदन की अवधि में:

During the period of Report:





संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश
Guidelines regarding filling up of APAR with numerical grading

- 1) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- 2) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- 5) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- 6) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जाएगा।
APARs graded below 4 will be given a score of "Zero".

नोट: वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन का प्रपत्र गुलाबी कागज पर मुद्रित किया जाए
Note: APAR Form to be printed on pink Paper

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग - III के
अंतर्गत आने वाले तकनीकी कर्मचारियों का
वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन

**Annual Performance Appraisal Report (APAR)
for Technical Employees of
Indian Council of Forestry Research & Education
under Category-III**

अधिकारी का नाम
Name of Officer
समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending



भा. वा. अ. शि. प. संस्थान
ICFRE Institute.....

प्रपत्र
FORM

भारतीय वानिकी अनुसंधान एवं शिक्षा परिषद के वर्ग-11 के अंतर्गत आने वाले तकनीकी कर्मचारियों का वार्षिक कार्यनिष्पादन मूल्यांकन प्रतिवेदन
Annual Performance Appraisal Report for Technical Employees of Indian Council of Forestry Research & Education under Category-II

समाप्ति वर्ष/अवधि का प्रतिवेदन
Report for the year/period ending

वैयक्तिक डेटा
PERSON DATA
भाग-1
PART-1

(मंत्रालय/विभाग/कार्यालय के सम्बंधित प्रशासनिक अनुभाग द्वारा भरे जाने के लिए)
To be filled by the concerned Administrative Section of the Ministry/Department/Office)

1. अधिकारी का नाम
Name of the Officer.....
2. जन्म तिथि: / Date of Birth:
अंकों में (दिन/माह/वर्ष):/...../.....
In figures (DD/MM/YYYY):
शब्दों में:
In words:
3. वर्तमान पद
Present post held
4. वर्तमान पद पर नियुक्ति की तिथि
Date of appointment of the present post
5. क्या अधिकारी अनुसूचित जाति/जनजाति का है?
Whether the officer belongs to Schedule Caste/Schedule Tribe?
6. वर्ष में कार्य से अनुपस्थिति की अवधि (प्रशिक्षण, छुट्टी आदि)। यदि उसका अधिकारी ने प्रशिक्षण लिया है तो उसका विवरण दें।
Period of absence from duty (on training, leave etc during the year. If he has under gone training specify.

(प्रशासनिक अधिकारी के आदेशाक्षर)
(Signature of Administrative Officer)

PART-II

(जिस अधिकारी का प्रतिवेदन लिखा जाना है, उसके द्वारा भरे जाने के लिए)
TO BE FILLED IN BY THE OFFICER REPORTED UPON

(कृपया प्रविष्टियों को भरने से पहले अनुदेशों को ध्यान से पढ़ लें)
(Please read carefully the instructions before filling the entries)

2. किये गये कार्यों का संक्षिप्त विवरण
Brief description of duties

| |
|--|
| |
|--|

2. कार्य के जो लक्ष्य/उद्देश्य/ध्येय आपने स्वयं अपने लिए निर्धारित किए हों, या आप के लिए निर्धारित किए गए हों उन (परिमाण/मात्रा या अन्य रूप में) कार्यों की आठ-दस मंदां प्राथमिकता के आधार पर बताएं और प्रत्येक लक्ष्य की दृष्टि में अपनी उपलब्धि बताएं।
(उदाहरण के लिए: आपके प्रभाग के लिए वार्षिक कार्य योजना)
Please specify targets/objectives/goals (for quantitative or other terms) of work you set for yourself or that were set for you, eight to ten items of work in the order of priority, and your achievement against each target. (Example: Annual Action Plan for your Division).

| लक्ष्य/उद्देश्य/ध्येय Targets/Objective/Goals | उपलब्धियाँ Achievements |
|--------------------------------------------------|----------------------------|
| | |

3. (अ) कृपया मद 2 में बताए गए लक्ष्यों/उद्देश्यों/ध्येयों की प्राप्ति में रही कमियों का संक्षेप में उल्लेख करें। लक्ष्यों की प्राप्ति में कोई बाधाएं रही हों तो वे बताएं।
(A) Please state, briefly, the shortfalls with reference to the targets/objectives/goals referred to in item 2. Please specify constraints, if any, in achieving the targets.

| |
|--|
| |
|--|

- (ब) कृपया उन मदों का भी उल्लेख करें जिनमें काफी अधिक उपलब्धियाँ रही हैं और उनमें अपने योगदान का भी उल्लेख करें।



(B) Please also indicate items in which there have been significantly higher achievements and your contribution thereto.

[Empty box for reporting achievements and contributions]

4. कृपया उल्लेख करें कि क्या पूर्ववर्ती कैलेंडर वर्ष की अचल सम्पत्ति वार्षिक विवरणी निर्धारित दिनांक अर्थात् कैलेंडर वर्ष से उत्तरवर्ती वर्ष को 31 जनवरी तक दर्ज करा दी गई थी। यदि नहीं तो विवरण दर्ज कराने की दिनांक दी जाए।
Please state whether the annual return on immovable property for the preceding calendar year was filed within the prescribed date i.e. 31st January of the year following the calendar year. If not, the date of filing the return should be given.

[Empty box for providing the date of filing the return]

सूचना देने वाले अधिकारी के हस्ताक्षर
Signature of officer reported upon

दिनांक:
Dated:

भाग-3
PART-3

संख्यात्मक वर्गीकरण का निर्धारण प्रतिवेदन तथा पुनर्निरीक्षण प्राधिकारी द्वारा किया जाना है जो 1-10 के पैमाने पर होना चाहिए, जहाँ 1 सबसे कम श्रेणी का तथा 10 उच्चतम श्रेणी का उल्लेख करता है।

Numerical grading is to be awarded by reporting and reviewing authority which should be on a scale of 1-10, where 1 refers to the lowest grade and 10 to the highest.

(कृपया प्रविष्टियों को भरने से पहले दिशानिर्देशों को ध्यान से पढ़ लें)
(Please read carefully the guidelines before filling the entries)

(अ) कार्य निष्पादन का मूल्यांकन (इस भाग का भार 40% होगा)
(B) Assessment of work output (weightage to this Section would be 40%)

| | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority |
|----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| i) पूर्वनियोजित कार्य की परिपूर्णता/विषय के आधार पर आवंटित किया गया कार्य Accomplishment of planned work/work allotted as per subjects allotted | | | |
| ii) कार्य-निष्पादन की कोटि Quality of output | | | |
| iii) विश्लेषणात्मक योग्यता Analytical ability | | | |
| iv) अपवादात्मक कार्य का परिपूर्णता/किये गए अप्रत्याशित कार्य Accomplishment of exceptional work/unforeseen tasks performed | | | |
| निर्गत कार्य पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Work Output' | | | |

(ब) व्यक्तिगत विशेषताओं का मूल्यांकन (इस भाग का भार 30% होगा)
(B) Assessment of person attributes (weightage to this Section would be 30%)

| | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आद्याक्षर Initial of Reviewing Authority |
|-------------------------------------------------------------------------------|---------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| i) कार्य की अभिवृत्ति Attitude to work | | | |
| ii) जिम्मेदारी का बोध Sense of responsibility | | | |
| iii) अनुशासन का अनुरक्षण Maintenance of Discipline | | | |
| iv) संप्रेषण क्षमताएँ Communication skills | | | |
| v) नेतृत्व गुण Leadership qualities | | | |
| vi) दल की भावना में कार्य करने की क्षमता Capacity to work in team spirit | | | |
| vii) समय सारिणी का अनुसरण करने की क्षमता Capacity to work in time-schedule | | | |

62



| | | | | |
|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--|--|--|
| viii) | परस्पर व्यक्तिगत सम्बंध Inter-person relations | | | |
| ix) | समग्र छवि एवं व्यक्तित्व Overall bearing and personity | | | |
| व्यक्तिगत विशेषताओं पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Person Attributes' | | | | |

(स) प्रकार्यात्मक सक्षमता का मूल्यांकन (इस भाग का भार 30% होगा)
(C) Assessment of functional competency (weightage to this section would be 30%)

| | | प्रतिवेदन प्राधिकारी Reporting Authority | पुनर्विलोकन प्राधिकारी (संदर्भ भाग-5 का पैरा 2) Reviewing Authority (Refer Para 2 of Part-5) | पुनर्विलोकन प्राधिकारी के आक्षर Initial of Reviewing Authority |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| i) | नियम/विनियम/कार्य एवं योग्यता के क्षेत्र में प्रक्रियाएँ एवं उनके सही प्रयोग की जानकारी Knowledge of Rules /Regulations / Procedures in the area of function and ability to apply them correctly. | | | |
| ii) | नीतिबद्ध योजना बनाने की क्षमता Strategic planning ability | | | |
| iii) | निर्णय लेने की क्षमता Decision making ability | | | |
| iv) | समन्वय क्षमता Coordination ability | | | |
| v) | अधीनस्थ को प्रेरित एवं विकसित करने की क्षमता Ability to motivate and develop subordinates | | | |
| vi) | पहल शक्ति Initiative | | | |
| प्रकार्यात्मक सक्षमता पर कुल मिलाकर श्रेणीकरण Overall Grading on 'Functional Competency' | | | | |

भाग-4
PART-4
सामान्य
GENERAL

1. जनता के साथ भागीदारी (जहाँ भी प्रयोज्य)

Relations with the public (wherever applicable)

(जनता की आवश्यकताओं का उत्तरदायित्व एवं अधिकारी तक अभिगम पर कृपया टिप्पणी दें।)
(Please comment on the Officer's accessibility to the public and responsiveness to their needs)

2. प्रशिक्षण

Training

(कृपया अधिकारी की प्रभाविता और कार्य क्षमताओं में और अधिक सुधार और वृद्धि करने की दृष्टि से उसके प्रशिक्षण के लिए सिफारिशें करें।)

(Please give recommendations for training with a view to further improving the effectiveness and capabilities of the officer)

3. स्वास्थ्य की स्थिति

State of Health

4. सत्यनिष्ठा

Integrity

(कृपया अधिकारी की सत्यनिष्ठा पर टिप्पणी दें)

(Please comment on the integrity of the officer)

5. प्रतिवेदन अधिकारी द्वारा अधिकारी की समस्त विशेषताओं की तस्वीर (लगभग 100 शब्दों में), जिसमें सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र, असाधारण उपलब्धियाँ, महत्वपूर्ण विफलताओं (संदर्भ: भाग-2 का 3(अ) एवं 3(ब)) एवं दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।

Pen Picture by Reporting Officer (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength, extraordinary achievements, significant failures (ref: 3(A) & 3(B) of Part-2) and attitude towards weaker sections.

6. प्रतिवेदन के भाग-3 के खंड अ, ब तथा स में दिये गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।

Overall numerical grading on the basis of weightage given in Section A,B and C in Part-3 of the Report.

प्रतिवेदन अधिकारी के हस्ताक्षर
Signature of the Reporting Officer

स्थान/Place:

दिनांक/Date:

नाम साफ अक्षरों में

Name in Block letters:

पदनाम:

Designation:

प्रतिवेदन की अवधि में:

During the period of Report:

PART-5

1. पुनर्विलोकन अधिकारी की अभिवृत्ति:
REMARKS OF THE REVIEWING OFFICER
पुनर्विलोकन अधिकारी के अन्तर्गत सेवा काल
Length of service under the Reviewing Officer

| |
|--|
| |
|--|

2. क्या आप भाग-3 व भाग-4 में निर्गत कार्य तथा विभिन्न गुणों के संबंध में प्रतिवेदन अधिकारी द्वारा किये गये मूल्यांकन से सहमत हैं? क्या आप अधिकारी की असाधारण उपलब्धियों/ महत्वपूर्ण असफलताओं के संबंध में किये गये मूल्यांकन से सहमत हैं? (संदर्भ: भाग-3 (अ)(IV) तथा भाग-4 (5))
(यदि आप प्रतिवेदन अधिकारी द्वारा दिये गुणों के किसी संख्यात्मक मूल्यांकन से सहमत नहीं है तो कृपया अपना मूल्यांकन इस खण्ड के दिये गये स्तंभ में दे तथा विद्यमानता के आद्याक्षर करें)
Do you agree with assessment made by the reporting officer with respect to the work output and the various attributes in Part-3 and Part-4? Do you agree with the assessment of the reporting officer in respect of extraordinary achievements/significant failures of the officer reported upon? (Ref: Part 3A(IV) and part 4(5))
(In case you do not agree with any of the numerical assessments of attributes please record your assessment in the column provided for you and initial your entries.)

| | |
|------------|------------|
| हाँ YES | नहीं NO |
|------------|------------|

3. असहमत होने की स्थिति में कृपया इसके कारण बतायें, क्या कोई ऐसी बात है जिसे आप कुछ बदलना या जोड़ना चाहते हैं।
In case of disagreement, please specify the reasons. Is there anything you wish to modify or add?

| |
|--|
| |
|--|

4. पुनर्विलोकन अधिकारी द्वारा कलम तस्वीर। कृपया समालोचन करें (लगभग 100 शब्दों में) जिसमें अधिकारी की समस्त विशेषताओं की सामर्थ्य क्षेत्र एवं कम सामर्थ्य क्षेत्र एवं उसकी दुर्बल वर्गों के प्रति अभिवृत्ति शामिल हो।
Pen Picture by Reviewing Officer. Please comment (in about 100 words) on the overall qualities of the officer including area of strengths and lesser strength and his attitude towards weaker sections.

| |
|--|
| |
|--|

5. प्रतिवेदन के भाग-3 खंड-अ, खंड-ब तथा खंड-स में दिए गए भारांश के आधार पर कुल मिलाकर संख्यात्मक वर्गीकरण।
Overall numerical grading on the basis of weightage given in Section-A, Section-B and Section-C in Part-3 of the Report.

| |
|--|
| |
|--|

पुनर्विलोकन अधिकारी के हस्ताक्षर
Signature of the Reviewing Officer

स्थान /Place:

नाम साफ अक्षरों में
Name in Block letters:

दिनांक /Date:

पदनाम:

Designation:

प्रतिवेदन की अवधि में:

During the period of Report:

संख्यात्मक श्रेणीकरण के साथ एपीएआर भरने संबंधी दिशानिर्देश
Guidelines regarding filling up of APAR with numerical grading

- 1) एपीएआर के स्तंभ विधिवत सावधानी और ध्यानपूर्वक तथा पर्याप्त समय देते हुए भरने चाहिए।
The columns in the APAR should be filled with due care and attention and after devoting adequate time.
- 2) यह आशा की जाती है कि 1 अथवा 2 के किसी वर्गीकरण (निर्गत कार्य या विशेषताओं या कुल मिलाकर श्रेणीकरण के प्रतिकूल) को विशिष्ट असफलताओं के मार्ग से कलम चित्र में पर्याप्त रूप से औचित्य दिया जाएगा और इसी प्रकार 9 अथवा 10 के किसी श्रेणी के संबंध में विशिष्ट उपलब्धियों के संबंध में औचित्य दिया जाएगा। श्रेणी 1-2 अथवा 9-10 विरल होती है अतः उनका औचित्य दिए जाने की जरूरत है। सांख्यिक श्रेणी प्रदान करते हुए प्रतिवेदन एवं पुनर्विलोकन प्राधिकारियों को किसी अधिकारी का दर्जा निर्धारण उनके अधीन वही संख्या में वर्तमान में कार्यरत सहयोगियों की तुलना में करना चाहिए।
It is expected that any grading of 1 to 2 (against work output or attributes or overall grade) would be justified with respect to specific accomplishments. Grades of 1-2 or 9-10 are expected to be rare occurrences and hence the need to justify them. In awarding a numerical grade the reporting and reviewing authorities should rate the officer against a larger population of his/her peers that may be currently working under them.
- 3) एपीएआर का 8 से 10 के बीच का वर्गीकरण "उत्कृष्ट" लिया जाएगा तथा सूचीकरण/प्रोन्नति के लिए औसत प्राप्तांक 9 दिया जायेगा।
APARs graded between 8 and 10 will be rated as "Outstanding" and will be given a score of 9 for the purpose of calculating average scores for empanelment/promotion.
- 4) एपीएआर का 6 तथा 8 से छोटा के बीच का वर्गीकरण "बहुत अच्छा" लिया जाएगा तथा प्राप्तांक 7 दिया जायेगा।
APARs graded between 6 and short of 8 will be rated as "Very Good" and will be given a score of 7.
- 5) एपीएआर का 4 तथा 6 से छोटा के बीच का वर्गीकरण "अच्छा" लिया जाएगा तथा प्राप्तांक 5 दिया जायेगा।
APARs graded between 4 and short of 6 will be rated as "Good" and given a score of 5.
- 6) एपीएआर का 4 से कम का वर्गीकरण "शून्य" लिया जाएगा।
APARs graded below 4 will be given a score of "Zero".



APPENDIX -VII

**PROFORMA FOR SUPPLEMENTARY INFORMATION TO BE FURNISHED BY
THE TECHNICAL PERSONNEL FOR THEIR SUBSEQUENT ASSESSMENT FOR
THE GRANT OF MERIT PROMOTION**

(To be filled initially by Estt Section of the concerned institute /ICFRE hqrs)

PART-I

1. Name
2. Field of specialization and present posting
3. Date of appointment in Technical Service and category and grade.

PART- II

(To be filled in by the reviewee)

1. Do you wish to add any supplementary material to the material already furnished to the Assessment Committee for Five-Yearly Assessment? If so, please indicate the details thereof alongwith any additional qualifications/ training acquired.
2. Do you wish to have a person discussion with the Assessment Committee (Please indicate 'Yes' or 'No').

In the absence of any indication, it will be presumed that the Technical Personnel does not want to come for person discussion.
(For use of Reviewers only)
3. Is the supplementary information furnished by the Reviewee correct to the best of your knowledge?
4. Do you generally agree with the assessment and projections made by the Reviewee in the supplementary information?

Signature of the Reviewer(s).....

Name.....

(In Block letters)

Designation.....

Date:.....

5. Recommendations of the Director (in the case of employees of Institutes/DDG, ICFRE (in the case of the employees of the Headquarters and/or the Centrally Administered Programme).

Signature

Name.....
(In Block letters)

Designation.....

Date:.....



APPENDIX -VIII
MERIT PROMOTION ON THE BASIS OF ASSESSMENT IN TECHNICAL SERVICE-
PROFORMA FOR SUBMISSION OF THE RECOMMENDATIONS OF THE ASSESSMENT
COMMITTEE FOR APPROVAL OF THE APPOINTING AUTHORITY

1. Name of the officer
2. Service particulars of the Assessee :
 - (a) Date of entry into ICFRE service
 - (b) Present post/grade held and since when
 - (c) Scale of pay
 - (d) Present pay with date of next increment
 - (e) Whether temporary/quasi-permanent /permanent
3. Whether medical examination was conducted at the time of entry into ICFRE service?
4. Has the character and antecedents of the officer been verified?
5. Has the officer been reprimanded or awarded any punishment under conduct rules during the period for which the assessment is being made?
6. If so, the extent of the penalty awarded?
7. Whether the officer is cleared from vigilance angle?
8. Whether the period treated as "Dies non" If any, has been taken into account while computing 5 years period for assessment?
9. The designation and the scale of pay in the next higher grade for which the officer is being considered/assessed
10. Whether the officer fulfills the educational and other requirements prescribed for the post for which the officer is being assessed?
11. Period of assessment and the date from which the assessment benefit is to be given
12. Whether the officer has been assessed previously, if so, the results of assessment may be indicated
13. Whether Assessment Committee has been constituted in accordance with the prescribed procedure and its composition conformed to the principles laid down for the purpose?
14. Has the case been considered by DPC/ Assessment Committee duly constituted for the purpose?
15. Recommendation of the DPC/assessment committee
16. Appointing authority.

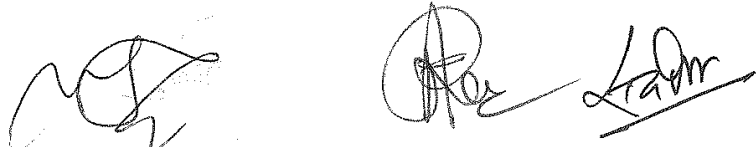
APPENDIX - IX

Technical Services of the ICFRE: Disciplinary / Appellate Authorities

The Disciplinary Authorities to impose any of the penalties on the officers and employees covered under different categories of Technical Services of ICFRE and the Appellate authorities shall be defined as per the CCS (CCA) Rules, Govt. of India.

Schedule of Disciplinary and Appellate Authorities for Imposition of Penalties in respect of officers covered under Technical Services of the ICFRE

| Sl. No. | Description of Service/post | Appointing Authority | Authority Competent to Impose Penalties | | Appellate Authority |
|---------|--------------------------------------------------------------|---------------------------------------|-----------------------------------------|-----------|---------------------|
| | | | Authority | Penalties | |
| 1. | Sr. Technical Officer to Chief Technical Officer of Cat. III | DG, ICFRE | DG, ICFRE | All | Secretary, MoEF&CC |
| 2. | Technician to Technical Officer of Cat. I & II | Director of the Institute under ICFRE | Director of the Institute under ICFRE | All | DG, ICFRE |



APPENDIX-X

Institute wise cadre strength for all the functional groups in different categories of Technical services of ICFRE for direct recruitment

| Post strength in different categories | FRI, Dehradun and CSFER, Allahabad | TFRI, Jabalpur and CFRHRD, Chhindwara | HFRI, Shimla | AFRI, Jodhpur | IWST, Bangalore & IFB, Hyderabad | RFRI, Jorhat & ARCBR, Aizawl | IFGTB, Coimbatore | IFP, Ranch | Post wise strength (Total) |
|----------------------------------------|------------------------------------|---------------------------------------|--------------|---------------|----------------------------------|------------------------------|-------------------|------------|----------------------------|
| Technician (Cat.I) | 200* | 40 | 14 | 29 | 24 | 35 | 33 | 19 | 394 |
| Technical Assistant (Cat.II) | 106 | 22 | 8 | 18 | 14 | 20 | 20 | 10 | 218 |
| Sr. Technical Officer (Cat.III) | 34 | 07 | 3 | 06 | 05 | 06 | 06 | 03 | 70 |
| Institute wise strength (Total) | 340 | 69 | 25 | 53 | 43 | 61 | 59 | 32 | 682 |

- Out of two hundred posts (200) of Technician in FRI, Dehradun, 60 posts of Technician shall be in the pay scale 5200-20200, GP-1900 while 140 posts of Technician shall be in the pay scale 5200-20200, GP-2000.
- In other Institutes, all the post of Technician shall be in the pay scale 5200-20200, GP-2000.

APPENDIX-XI

Scheme of written examination for the direct recruitment of entry level posts in Cat. I, Cat. II and Cat. III of Technical services

In order to increase efficiency in hiring and retention and to ensure consistency and compliance in the recruitment and selection process, following steps are recommended to be followed. Details for each step include the minimum recommended best practice to attract a talented and diverse applicant pool.

1. Method of recruitment

- 1.1 A common entrance examination will be conducted by the Council and its Institutes for the direct recruitment of entry level posts of each category i.e. Cat. I, Cat. II and Cat. III as per the requirement. Essential educational qualifications and age required for the above posts have already been mentioned in Appendix-IV and rule 8.4 respectively.
- 1.2 For the posts of Technician in Cat. I and Technical Assistant in Cat. II, a written will be conducted by concerned Institutes of ICFRE with the concurrence of Headquarter as per the availability of vacancies while Post of Sr. Technical Officer of Cat. III will be filled up through written examination and interview by Headquarter only. Centers of examination for the same will be decided by the committee formed by competent authority.

2. Scheme of examination

2.1 Entry-level post of Cat. I; Technician

There will be an objective type question papers comprising 100 multiple choice questions in total from different subjects of 12th standard for the recruitment of Technician, Cat. I. Duration of exam will be 03 hours. The details of each subject and carrying MCQ are as follows:

| Subjects | MCQ |
|----------------------------|-----------|
| General Awareness | 20 |
| Mental ability & Reasoning | 20 |
| General English | 20 |
| Arithmetic | 20 |
| <u>Basic Science</u> | <u>20</u> |
| Total No. of Questions | 100 |

2.2 Entry-level post of Cat. II; Technical Assistant

There will be an objective questions paper comprising 100 multiple choice questions in total from different subjects for the recruitment of Technical Assistant, Cat. II. Questions of relevant subject will be according to graduation level. Duration of exam will be 03 hours. The details of each subject and carrying MCQ are as follows:

| | |
|-------------------------------|-----------|
| General Awareness & Reasoning | 20 |
| English & General Science | 20 |
| Arithmetic | 20 |
| <u>Relevant Subject</u> | <u>40</u> |
| Total No. of Questions | 100 |



2.3 Entry-level post of Cat. III; Sr. Technical Officer

There will be an objective questions paper comprising 100 multiple choice questions from relevant subjects for the recruitment of Sr. Technical officer, Cat. III. Standard of questions will be based on the relevant subject and PG level. Duration of exam will be 03 hours. There will be an interview carrying marks 20 and final selection of candidates will be done on the basis of highest marks obtained out of 120 in written examination and interview for this posts.

3. Note:

- (i) Merit list will be prepared on the basis of marks secured by the candidates. In the case of tie marks general rules will be followed to finalize merit list. Candidates selected from the merit list so prepared will be recruited directly for Cat. I & Cat. II.
- (ii) Each correct answer will carry 1 mark. 1/3 mark will be deducted for each incorrect answer.
- (iii) Qualifying cutoff marks for the above each examination will be 50 % of total marks for the candidates of General category while 40 % for ST, SC and OBC candidates. Qualifying Cutoff marks will be 45% for General (Physically handicapped) person with locomotors disability of lower limbs and 40% for SC (PH), ST (PH) and OBC(PH).
- (iv) Formal approval for the syllabus and examination to be conducted for recruitment of the staff for each category has to be taken by the Institutes from the Headquarter.
- (v) Three times of number of vacancies of posts of Sr. Technical officer, Cat. III will be called for the interview selected from the merit list of written examination on the merit basis.
- (vi) Syllabus for relevant subject for the posts of Cat. II and Cat. III for different functional groups will be finalized by recruitment committee formed by competent authority.

APPENDIX-XII

Initial adjustment/induction of existing technical staff of ICFRE into Technical Services on 18.12.2013

Existing technical officials of ICFRE are considered for the initial adjustment/ induction into Technical Services as on 18.12.2013 with the pay scales and grade pay revised as per the approval of DoE, MoEF&CC, Govt. of India w.e.f. 01.01.2006 in accordance to the conditions laid as under:

Revised Pay scales of existing technical staff of ICFRE as on 01.01.2006

Technical Assistant (Isolated), PB:1, 5200/- to 20200/-, GP-1900/-
Research Assistant Grade-II (Isolated), PB:2, 9300/- to 34800/-, GP-2800/-
Research Assistant Grade-I (Isolated), PB:2, 9300/- to 34800/-, GP-4200/-
Technical Assistant-C (General), PB:1, 5200/- to 20200/-, GP-2000/-
Research Assistant Grade-II (General), PB:2, 9300/- to 34800/-, GP-4200/-
Research Assistant Grade-I (General), PB:2, 9300/- to 34800/-, GP-4600/-
Research Officer-II, PB:2, 9300/- to 34800/-, GP-4600/-
Research Officer-I, PB:2, 9300/- to 34800/-, GP-4600/-

For the adjustment/induction of an employee to a post in technical services on 18.12.2013, his/her service tenure from 01.01.2006 is taken into account for computation of service years as one time measure.

Adjustment/Induction of Technical staff into Technical services of ICFRE

A. Adjustment/Induction of Technical Assistant (Isolated)

1. An employee
 - (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-1900/-
 - (ii) rendered less than eight years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 1900/-. However, such personnel are considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure before 18.12.2013 on the date of completion of 8 years regular service in the above grade.
2. An employee
 - (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- with MACP.
 - (ii) Such personnel are considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-.
3. An employee
 - (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200, GP-2400/- with ACP and
 - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- . However, such personnel are considered for assessment promotion to the post of Technical Assistant, Cat. II in

74

the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- computing the service tenure before 18.12.2013 on the date of completion of 5 years of regular service in the grade pay 2400/- if he/she possess B.Sc./Diploma in Engg. or equivalent educational qualification. Other wise, remain with the same post/grade. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/-, whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires requisite qualification, whichever is earlier.

4. An employee

- (i) Who is working as Technical Assistant (Isolated) in the pay scale PB:1, 5200/- to 20200, GP-2400/- with ACP and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- if he/she possess B.Sc./Diploma in Engg. or equivalent educational qualification. Other wise, placed to the post of Sr. Technician, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such personnel are further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/-, whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- taking the service tenure of the same grade before 18.12.2013 into account or acquires requisite qualification, whichever is earlier.

B. Adjustment/Induction of Research Assistant Grade-II (Isolated)

5. An employee

- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2800/- and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/-. However, such personnel are considered for assessment promotion to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.

6. An employee

- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:1, 5200/- to 20200/-, GP-2800/- and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-.

7. An employee

- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- with MACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.

A.  10.

8. An employee
- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- with ACP/MACP and
 - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.

9. An employee
- (i) Who is working as Research Assistant Grade-II (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
 - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. However, such personnel are considered for assessment promotion to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the same post/grade. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

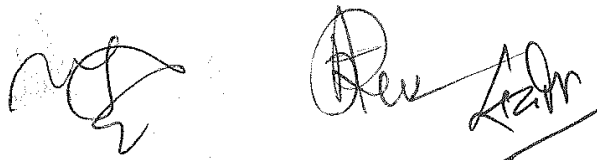
C. Adjustment/Induction of Research Assistant Grade-I (Isolated)

10. An employee
- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
 - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.

11. An employee
- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
 - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-.

12. An employee
- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
 - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise,

76



remain with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

13. An employee

- (i) Who is working as Research Assistant Grade-I (Isolated) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

D. Adjustment/Induction of Technical Assistant-C (General)

14. An employee

- (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is initially considered for adjustment to the post of Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2000/-. However, such person is considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.

15. An employee

- (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2000/- and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/-

16. An employee

- (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2400/- with MACP and
- (ii) rendered less than five years regular service in the grade as on 18.12.2013, is considered for adjustment to the post of Sr. Technician, Cat. I in the pay scale PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such person is considered for assessment promotion to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade pay if he/she possess B.Sc. or 3 years diploma in Engg. or equivalent degree on the date of assessment. Otherwise, placed in the existing grade pay. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires qualification of B.Sc. or 3 years diploma in Engg. or equivalent degree.



whichever is earlier.

17. An employee

- (i) Who is working as Technical Assistant-C (General) in the pay scale PB:1, 5200/- to 20200/-, GP-2400/- with ACP/MACP and
- (ii) rendered five or more than five years regular service in GP-2400/- in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- if he/she possess B.Sc. or 3 years diploma in Engg. or equivalent degree on the date of assessment. Otherwise, placed to the post of Sr. Technician, Cat. I in the pay scale PB:1, 5200/- to 20200/-, GP-Rs. 2400/-. Such person is further considered for assessment to the post of Technical Assistant, Cat. II in the PB:1, 5200/- to 20200/-, GP-Rs. 2800/- whenever he/she completes his/her 10 years regular service in the GP Rs. 2400/- or acquires qualification of B.Sc. or 3 years diploma in Engg. or equivalent degree, whichever is earlier.

E. Adjustment/Induction of Research Assistant Grade-II (General)

18. An employee

- (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such personnel are considered for assessment promotion to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade.

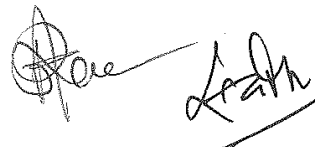
19. An employee

- (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
- (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.

20. An employee

- (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5 years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the same post/grade. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

78



21. An employee
- (i) Who is working as Research Assistant Grade-II (General) in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
 - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400 if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, placed to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

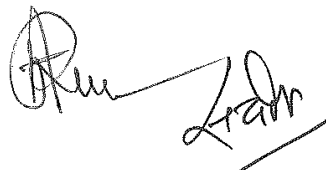
F. Adjustment/Induction of Research Assistant Grade-I (General)/Research Officer-II/Research Officer-I

22. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
 - (ii) possessed M.Sc./B.E. or equivalent degree and
 - (iii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/-.
23. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
 - (ii) possessed M.Sc./B.E. or equivalent degree and
 - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Asstt. Chief Technical officer in the PB:3, 15600-39100/-, GP-Rs. 6600/-.
24. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
 - (ii) possessed M.Sc./B.E. or equivalent degree and
 - (iii) rendered five or more than five years combined regular service in the grade pay 4600- and 4800/- as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 6600/-.
25. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
 - (ii) did not possess M.Sc./B.E. or equivalent degree and
 - (iii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical officer in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/-. Such person shall be eligible for the assessment to the post of post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 10 years regular service in the above grade or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

26. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-
 - (ii) did not possess M.Sc./B.E. or equivalent degree and
 - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical officer in the PB:3, 9300/- 34600/-, GP-Rs. 4600/-. Such person is considered for assessment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- to the date on which he/she completes his/her 10 years regular service in the GP-4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
27. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
 - (ii) did not possess M.Sc./B.E. or equivalent degree and
 - (iii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- .
28. An employee
- (i) Who is working as Research Assistant Grade-I/ Research Officer-II/Research Officer-I in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP
 - (ii) did not possess M.Sc./B.E. or equivalent degree and
 - (iii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical officer in the PB:3, 15600-39100/-, GP-Rs. 5400/- .

G. Adjustment/Induction of Paramedical staff (Pharmacist)

29. An employee
- (i) Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
 - (ii) rendered five years or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. /B.Pharma or equivalent educational qualification. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- computing the service tenure before 18.12.2013 or acquires M.Sc./B.E. /B.Pharma or equivalent educational qualification, whichever is earlier.
30. An employee
- Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services) .

31. An employee
Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/-, if rendered less than five years regular service in the existing grade pay.
32. An employee
Who is working as Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Assitt. Chief Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 6600/- if rendered five years or more than five years regular service in the existing grade pay.

H. Adjustment/Induction of Paramedical staff (Chief Pharmacist)

33. An employee
Who is working as Chief Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/-, if rendered less than five years regular service in the existing grade pay.
34. An employee
Who is working as Chief Pharmacist in the pay scale PB:2, 9300/- to 34800/-, GP-5400/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Assitt. Chief Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 6600/- if rendered five years or more than five years regular service in the existing grade pay.

I. Adjustment/Induction of Paramedical staff (Sister in charge)

35. An employee
(i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
(ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4200/- . However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
36. An employee
(i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
(ii) rendered five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
37. An employee
(i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
(ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer,

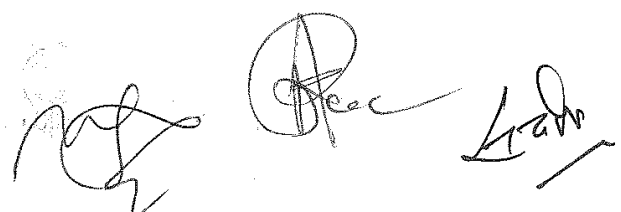


Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

38. An employee
- (i) Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
 - (ii) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.
39. An employee
- Who is working as Sister in charge in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services).

J. Adjustment/Induction of Paramedical staff (Staff Nurse)

40. An employee
- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
 - (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Assistant in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4200/-. However, such person is considered for assessment promotion to the post of Technical Officer, Cat. II in the PB:2, 9300/- to 34800/-, GP-Rs. 4600/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade.
41. An employee
- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4200/- and
 - (ii) rendered five or more than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer in the pay scale PB:2, 9300/- to 34800/-, GP-Rs. 4600/-.
42. An employee



- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with MACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

43. An employee

- (i) Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (ii) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

44. An employee

Who is working as Staff Nurse in the pay scale PB:2, 9300/- to 34800/-, GP-4800/- with ACP/MACP as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- (Adjusted/inducted to nearest higher grade pay as per the rule no. 5.2 of Technical services of ICFRE in case of non existing of any grade pay in the technical services).

K. Adjustment/Induction of Paramedical staff (Radiographer)

45. An employee

- (i) Who is working as Radiographer in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (ii) rendered less than five years regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Technical Officer, Cat. II in the PB:2 9300/- to 34800/-, GP-Rs. 4600/-. However, such person is considered for assessment promotion to the post of Sr. Technical Officer, Cat. II in the PB:3, 15600/- to 39100/-, GP-Rs. 5400/- computing the service tenure before 18.12.2013 on the date of completion of 5years regular service in the above grade if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, remains with the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

46. An employee

- (i) Who is working as Radiographer in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (ii) rendered five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

L. Adjustment/Induction of Paramedical staff (Laboratory Assistant-I)

47. An employee

- (i) Who is working as Laboratory Assistant-I in the pay scale PB:2, 9300/- to 34800/-, GP-4600/- with ACP/MACP and
- (ii) rendered five or more than five years or more regular service in the grade pay as on 18.12.2013, is considered for adjustment to the post of Sr. Technical Officer, Cat. III in the pay scale PB:3 15600/- to 39100/-, GP-Rs. 5400/- if he/she possess M.Sc./B.E. or equivalent degree. Otherwise, adjusted/inducted to the post of Technical Officer, Cat. II in the pay scale PB:2, 9300/- to 34800/-, GP-4600/-. Such person is further considered for assessment to the post of Sr. Technical Officer, Cat. III in the PB:3 15600/- to 39100/-, GP-Rs. 5400/- whenever he/she completes his/her 10 years regular service in the GP Rs. 4600/- or acquires qualification of M.Sc./B.E. or equivalent degree, whichever is earlier.

M. Note:

- (i) If any employee who doesn't complete 5 years regular service in a grade pay as on 18.12.2013, his/her remaining services in the same grade pay, will be counted for adjustment to the next higher grade of Technical Services to the date on which he/she completes five years of service.
- (ii) Any employee whose services before and after 18.12.2013 are taken into account for computation of 5 years tenure in the same grade pay for the purpose of next promotion from his/her initial adjustment post of technical services, is considered for assessment promotion after five years if the post belongs to same category of technical services.
- (iii) In such cases where, promotion post belongs to next category, employee shall be considered for assessment promotion to the higher post if he/she possess educational qualification prescribed for the direct recruitment of the said post. Otherwise, such person shall be placed in the same grade pay and promoted to the post as and when he/she acquires prescribed educational qualifications required for direct recruitment of the post or completes 10 years of service in same grade pay including the service tenure before initial adjustment on 18.12.2013, whichever is earlier.
- (iv) Once, an employee adjusted to higher grades in technical services after considering his/her spell of 5 years service in the same grade pay on 18.12.2013, his/her service years in addition to a service tenure of 5 years of previous grade pay shall not be counted further for next assessment promotion. In other words, in every case, except note (i), for the assessment promotion to the next higher grade of technical services, 5 years regular service in new grade pay is compulsorily required from 18.12.2013. *Once, an employee*

84

is adjusted to higher grades in technical services after considering his/her spell of 5 years service in the same grade pay as on 18.12.2013, his/her service period in addition to a service tenure of 5 years of previous grade pay shall be counted further for next assessment/Merit promotion and when he/she completes next spell of 5 years, he/she will be eligible for assessment in the next grade. For example, if as on 18.12.2013 a Research Assistant -I who is working in the grade pay of 4200/- w.e.f. 01.01.2006 will be inducted to the post of Technical Officer in the grade of 4600/- w.e.f. 18.12.2013 and further he/she will be eligible for further assessment in the grade pay of 5400/- w.e.f. 01.01.2016 counting his/her ten years service period from 01.01.2006 if he/she possesses requisite qualification for direct recruitment for category-III.

- (v) The personnel serving in the pay scale PB:2, 9300-34800, GP-4800, are considered for initial adjustment/induction to the nearest higher grade in the pay scale PB:3, 15600-39100, GP-5400 of the technical services as on 18.12.2013, because of non availability of PB:2, 9300-34800, GP-4800 in technical services, so are the personnel promoted under MACP in the grade pay of Rs.2000/- to grade pay of Rs.2400/- due to non availability of the grade pay for isolated category.
- (vi) The post of Research Assistant, Grade-I, PB:2, 9300-34800, GP-4600 with M.Sc./B.E. or equivalent qualifications is treated as similar to the post of Sr. Technical Officer PB:3, 15600-39100, GP-5400 because requisite educational qualifications for the direct recruitment of above posts are same. The posts of Research Officer-II and Research officer-I, PB:2, 9300-34800, GP-4600 being promotional posts in the hierarchy and with M.Sc./B.E. or equivalent qualifications are also treated as similar to the post of Sr. Technical Officer PB:3, 15600-39100, GP-5400.
- (vii) In the case of Technician in the pay scale of PB 1: 5200-20200, GP-Rs. 1900, eight years regular service in the grade shall be taken into account for the next assessment promotion to the post of Sr. technician, in the pay scale of PB 1: 5200-20200, GP-Rs. 2400. Such personnal who has not completed eight years of service in the grade pay 1900/- as on 18.12.2013, shall be considered for assessment promotion to the post of Sr. Technician, Cat. I in the PB:1, 5200/- to 20200/-, GP-Rs. 2400/- computing the service tenure from 01.01.2006 till the date of completion of 8 years regular service in the above grade.
- (viii) If any employee is granted a higher post/grade by promotion/ACP/MACP after 18.12.2013 as per old recruitment /promotion rules and the said post/grade pay is still higher than that, to which he/she is considered for adjustment/induction as per the procedures adopted on the aforesaid date, he/she shall be considered for adjustment/induction to the post/grade of technical services equivalent to the later one irrespective of his/her educational qualifications as prescribed in technical services effective from the date on which he/she was granted promotion/ACP/MACP.
- (ix) Any employee was appointed against a direct post of existing technical cadre within the period after 18.12.2013 to the date of issue of order of technical services from ICFRE, he/she is considered for adjustment/induction to a post of technical services of equivalent grade pay to that of his/her existing post after considering his/her revised pay scales as per WMC on 01.01.2006.
- (x) The personnel those have been appointed to the posts against direct recruitment under old technical staff recruitment rules of ICFRE after 18.12.2013, shall be adjusted/inducted into the technical services as per the procedures laid in para A to M for technical staff of ICFRE recruited/promoted before or as on 18.12.2013.



Option Form for Change of Category of Post

(Name of the ICFRE Institutes/ Centre)

I _____ presently working as (Designation) in the scale of (Rs.)
_____ category of post have read/understood the relevant rules of the
category of post for which I am exercising my option for change of category in terms of the ICFRE
CIRCULAR No. _____, I opt for new category/ post
_____ as per Adjustment/induction rules prescribed in
appendix-XI of TSR of ICFRE applicable to then existing technical post hold be me as on 18.12.2013.

Name and signature of the Optee

Place: _____

Date : _____

**Option Form from promoted Scientists from technical cadre for Change of
Category of Post**

(Name of the ICFRE Institutes/ Centre)

I (Name) presently working as (Designation) in the scale of (Rs.) have read/understood the relevant
rules of the category of post for which I am exercising my option for change of category in terms of the
ICFRE CIRCULAR No. _____ I surrender my current post hold by me from
the date _____ when I joined as (Designation). I opt for new category/ post
_____ as per Adjustment/induction rules prescribed in appendix-
XI of TSR of ICFRE applicable to then existing technical post hold be me as on 18.12.2013.

Name and signature of the Optee

Place: _____

Date : _____

